DOCUMENT RESUME

ED 191 508 IR 008 781

AUTHOR	Hardin, Linda Pegg
TITLE	Library Research Strategies and Resources: An Introduction to the Basics.
INSTITUTION	Illinois Univ., Urbana. University Library.
PUB DATE	79
NOTE	57p.: Some examples will not reproduce.
AVAILABLE FROM	Illini Union Bookstore, 715 South Wright Street, Champaign, IL 61820 ($0.75 per copy).
EDRS PRICE	MF01/PC03 Plus Postage.
DESCRIPTORS	College Libraries; Higher Education; Information Seeking; *Information Sources; Library Guides; Library Instruction; *Library Skills; Periodicals; *Reference Materials; *Research Tools; *Search Strategies

ABSTRACT

Designed for use by students at the University of Illinois, this guide provides step-by-step procedures for systematically searching the literature and gathering published information for a research or term paper. The concepts of literature search, search strategy, primary and secondary information sources, and topic selection are explained. Discussion of searching the book literature covers using the location of books in the university library, and material evaluation. The steps in searching periodical information are also explained, including use of indexes and abstracts, location of periodicals in the library, and evaluation of periodical information. The use of newspaper indexes and government publications is discussed briefly, as well as other reference sources such as directories, bibliographies, and handbooks; examples of each type of publication are given. Suggestions for bibliography compilation are presented, and the appendices include a map of the campus, library schedule, glossary of literature search terms, and a literature search outline to guide the student in developing and recording his/her search strategy. (SW)

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LIBRARY RESEARCH STRATEGIES AND RESOURCES

An Introduction to the Basics

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with the assistance of
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INTRODUCTION

Many kinds of information are found in an academic library, especially in a large research library such as the library of the University of Illinois. Whether you are looking for specific data, locating a book, or reading reserve assignments, you will find that the library can play an important role in your educational experience. Using the library will be essential when you are assigned a research or term paper.

The term paper is a common course assignment. When given such an assignment, the course instructor provides guidelines, parameters, expectations, and sometimes required topics to investigate.

The process of locating and gathering published information on a topic is called a "literature search." The primary goal of this guide is to help you to learn to use the library system of the University of Illinois at Urbana - Champaign when conducting a literature search.

The guide offers you strategies for systematically searching the literature and locating materials on a topic. You will learn to plan and implement an effective search strategy using library resources and to evaluate and select relevant materials. A search strategy is a systematic way to find information on your term paper topic in the library. It shows you how to do your library research step-by-step, logically and thorougly. It enables you to use many types of sources - books, newspapers, periodicals, abstracts, and government publications.

Another objective of this guide is to help you become independent in your search for information. It is hoped that by the time you finish the reading, which will include developing your own search strategy for a term paper topic, you will find that the mystique which has too often surrounded the library has been lifted. And hopefully the process will also reintroduce an important information source: the librarian.

The method of searching as outlined here is only one way to approach a literature search. In future searches you might rearrange this method, depending on how familiar you are with the topic and how exhaustive the search must be. As you become more experienced, this method can be modified to reflect your own style and work habits.

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I. LITERATURE SEARCH

Libraries contain a wealth of information including data, ideas, opinions, stories, polemics, myths, wisdom, lies, and facts. This range of information is presented in various genres and through different formats. Libraries, as part of the information system, typically gather "formal information" published in paper in the form of books or periodicals. This represents only part of the information generated in society; however, print continues to be a "reliable" and "useful" means of communication. In recent years libraries have expanded their collections to include other forms of information. These include microform, videotapes, slides, records, and computerized bibliographic records.

As students doing research at the University of Illinois, you have access to a library which is internationally recognized for the depth of its resources. Because of the amount of information added to the collection year after year, identifying the particular titles you need can be difficult. But it is possible to learn to conduct a literature search systematically and to locate needed information.

Library research involves a systematic survey of library materials for information on a specific subject. When doing research on a given topic, you learn about the subject by consulting records of observations and hypotheses of research in the field. This record of work on a subject is known as its literature. Locating this information is called conducting a literature search. You will find this information by consulting such sources as the card catalog, abstracts and indexes, reference books, and bibliographies.

Before introducing you to the process of doing an effective literature search, the following section will describe the various forms of literature.

LITERATURE FORMS

Books

A familiar form of literature is the book. Books range in content from fact to fiction. Some books are considered reference books because they are designed to be consulted for specific information rather than to be read consecutively.

Serials

A serial is a publication issued in successive parts at regular or irregular intervals and generally intended to be continued indefinitely. Serials may include the following:

Periodicals - These are a familiar type of serial publication. Periodicals are issued at regular intervals, and include such

magazines and journals as Time, Atlantic Monthly, The American Journal of Psychology, American Sociological Review, and Current History. Because periodicals are published more frequently than books, they provide a platform for the communication of new knowledge, the exchange of experience, and the propagation of new ideas. There is no really satisfactory method of categorizing periodical types. However, they can be grouped generally as periodicals produced by learned and professional societies with the intent of providing a permanent record of research findings, and those produced by commercial publishers in the expectation of profit.

Annuals - A serial which appears once a year, such as the Annual Review of Psychology and the Annual Review of Energy.

Proceedings - A published record of a meeting of a society or other organization.

Government Documents

Any publication originating in or printed with the authority - and at the expense - of any office of a legally organized government is a government document. State, federal, and foreign governments, as well as the United Nations, publish vast quantities of materials on countless subjects.

Pamphlets

A pamphlet is simply a publication consisting of only a few pages, generally fewer than fifty. Associations, organizations, companies, and other organized groups frequently publish pamphlets of significance to a researcher.

Bibliographies

Bibliographies are lists of publications - books, articles, reports, documents, etc. - that are selected and organized around a particular theme. They may be comprehensive or select only the best.

Guide to the Literature

A guide to the literature is a book giving the major sources of information for a particular subject area. It is usually arranged by types of sources (i.e., periodicals, abstracts and indexes, bibliographies.) It also explains how to find and use the information contained in these sources.

Microforms

Microform is a general term for material that has been photographically reduced on film or paper for machine reading.

There are many other forms of literature, but the preceding are representative of ones which you will most often encounter in initial research in an academic library.

PRIMARY AND SECONDARY SOURCES

Research materials include both primary and secondary sources. Primary sources are original works produced by one or more persons, and include books, articles, novels, short stories, poems, letters, diaries, notes, manuscripts, documents, autobiographies, newspaper articles, and photographs. Secondary sources are books or articles about the subject by various authorities. For instance, a diary of a Civil War physician would be a primary source, while a book written by an historian which analyzes the physicians's diary would be a secondary source. Both types of sources will be available in the University of Illinois Library.

SEARCH STRATEGY

For any research you attempt, whether in the chemistry laboratory or in the library, you should follow a strategy. You need to consult the proper sources and, to gain the best results, this should be done in a certain sequence. A library search strategy is a logical, step-by-step procedure for locating relevant sources of information on a topic. The following section outlines a prototype of a strategy for a literature search. The remaining sections of this guide amplify the outline. Many variations of this strategy are possible; many searchers, after gaining experience, alter it to better suit their work style. As you will see, a search strategy is only a plan at best. It may need to be modified at any of several points during the research process. Flexibility is important.

Following is a step by step guide to conducting a systematic search strategy.

1. Learn about the library.

Read a copy of "Underground in Undergrad"; it can be obtained at the Undergraduate Library Reference Desk. Tours of the Undergraduate and Main Libraries are offered at regularly scheduled times during the semesters. Phone 333-1031 for further information. It is important to become familiar with the physical layout of the library.

2. Select a general topic area.

Start by examining reference works. Dictionaries, encyclopedias, handbooks, and review articles give a synopsis or overview of general subjects and may also suggest additional sources to consult later.

3. Narrow your topic.

Now use all sources gathered thus far to clarify your topic in terms of scope. (See "Topic Selection.")

4. Use the card catalog.

Use the Library of Congress Subject Headings to help you determine how to locate books in the card catalog on your topic. Make a list of key words or subject headings and then look for each in the catalog. (See "Card Catalog Usage.")

5. Locate book literature.

When you have looked through the card catalog and identified all relevant books, locate them in the library collection. Determine which are appropriate to your topic. Conduct a shelf search on the Library Computer System for additional material. (See "Book Location.")

6. Review.

By now you have a general overview of your topic. Be critical and analyze your progress. Consider whether you should narrow or expand your topic. If you have found little material, remember you still have many other sources to consult.

7. Refer to indexes and abstracts.

Use these sources to help identify periodical literature. (See "Periodical Index and Abstract Usage.")

8. Locate periodicals.

Next, check the Serial Record or use the Library Computer System to determine the location of the periodical titles you need. (See " Periodical Location.")

9. Locate additional sources.

Government documents, pamphlets, statistical data, and the like are frequently important to a literature search. Consult additional reference books now if you require information of this type.

10. Evaluate material and compile the bibliography.

Evaluate the material you have found in your literature search and include in your bibliography only that material which is relevant to your specific needs. Select and follow a style manual. (See "Bibliography Compilation.")

II. RESEARCH RECORDS

It is important to keep careful records of your research. Backtracking to recheck a citation or a fact is time consuming and frustrating. Get in the habit of recording at the time of discovery

all of the information you will need later about an item. In addition, it is helpful to review and anaylze your progress at every step throughout your search. Taking careful and complete notes will help in this evaluation. Keeping a diary or log of some sort in which you record your searching progress may be helpful. These notes can play a vital role in your search strategy.

Instructors frequently require note cards. An efficient note taking system can help you organize your paper and keep track of your sources. Some researchers keep two sets of cards, bibliography cards and note cards. Your instructor can help you develop an efficient system. Through experience, every researcher develops a personal style of record keeping.

III. TOPIC SELECTION

PRELIMINARY TOPIC SELECTION

It can be difficult to choose a good subject for your research paper. Your instructor can advise you in the selection of an appropriate topic. In addition to this assistance, we suggest that you ask yourself the following questions before beginning research in the library.

1. "Does the topic fit my instructor's guidelines and expectations?"

This question is for you and your instructor to answer, but make sure your instructor approves of your topic before you begin your research. Be sure you understand the assignment, especially any specific requirements or limitations.

2. "Is the topic manageable?"

Be sure the topic is one you can handle. Choose a topic you can cover adequately within the time limit assigned. It should not be too narrow or too broad. Avoid subjects so new or of such limited local interest that they are unlikely to be in books or periodicals. You must be able to find authoritative source material supporting the arguments you are making in your paper. Consider, too, if the literature for the topic is at a level which you will be able to understand.

3. "Am I really interested in this topic?"

You will be spending considerable time researching the subject, and it is unwise to pick a topic in which you have little initial interest. Be sure you are not merely settling on a convenient topic.

BACKGROUND READING

Once you have selected a general topic, you may want to locate a general introduction or overview to a subject. These summaries sometimes review "the state of the art" in that particular field. A

review article may be as general as the information found in an encyclopedia article, or it may be very specialized. It can help you define and delimit your topic by exposing you to its various aspects and dimensions. In addition, a summary may include a bibliography for further reading.

A general book or text on your subject can be located in the card catalog under appropriate subject headings. In addition, encyclopedia articles provide summaries of information about subjects and can suggest authoritative books in the area. There are two kinds of encyclopedias - the general and the subject. General encyclopedias, such as Encyclopaedia Britannica, Encyclopedia Americana, and Colliers Encyclopedia contain some information on almost every field of knowledge. While an encyclopedia article will not tell you everything you need to know about your topic, it will do several things:

1. Provide an overview or survey of your topic.

2. Help you select the aspect(s) which you wish to research.

3. Include significant terms which can be used when searching.

4. Mention the names of people and major events associated with your topic.

5. List additional sources of information.

Besides general encyclopedias, specialized subject encyclopedias are also available. Subject encyclopedias deal with a particular discipline or subject area. Works of this kind contain articles written by experts in the field. Among the specialized encyclopedias available in the Undergraduate Library's reference collection are these:

Encyclopedia of Education
Encyclopedia Judaica
Encyclopedia of Philosophy
McGraw-Hill Encyclopedia of World Art
International Encyclopedia of the Social Sciences
McGraw-Hill Encyclopedia of Science and Technology

As you are reading about your topic in this introductory material, begin a list of search terms. A search term is the word or group of words under which subjects are entered in the card catalog. These are referred to as subject headings, and will be discussed in the next section. As you read, you will probably find some terminology that is particularly appropriate to your topic. Begin compiling a list as you encounter these terms. You may expand your list of search terms by using a subject dictionary if there is one appropriate to your topic.

Just as some encyclopedias are specialized, some dictionaries limit their coverage to specific areas or particular kinds of words. Because words and phrases used by people in a particular field of study tend to become specialized, subject dictionaries exist for almost every field. Highly technical words of limited usage - medical terms, for instance - may be found in such a dictionary. This kind of dictionary can help throughout your search to clarify any terminology which may be unfamiliar.

Among the specialized dictionaries available are:

Dictionary of Education
Dictionary of Literary Terms
Chambers Dictionary of Science
Harvard Dictionary of Music
McGraw-Hill Dictionary of Modern Economics
Black's Law Dictionary
Stedman's Medical Dictionary

In addition to specialized dictionaries, you may need to consult a general dictionary several times as you research your topic. You will find dictionaries useful for determining the meaning, spelling, and pronunciation of words. A commonly used dictionary for this purpose is Webster's Third New International Dictionary of the English Language. As an "unabridged" dictionary, it contains hundreds of thousands of words with detailed definitions.

IV. CARD CATALOG USAGE

You have no doubt used a card catalog before in your high school library or in the public library in your home town. The card catalogs in the Undergraduate Library and the Main Library are similar to ones you have used before, but are probably larger.

The Main Catalog, as the record of holdings for the entire library system, is the primary index to the collection of the University of Illinois Library System. In this section, we will review some things you may already know about card catalogs, while concentrating on the unique aspects of using the card catalog of the University of Illinois Library.

The University of Illinois Library System has more than one catalog: each of the 37 departmental libraries maintains a catalog for the collection within its library. The cards are a duplication of cards found in the Main Catalog. In addition, a separate serials catalog, the Serial Record, is maintained in the Main Library. The Shelf List catalog is another separate catalog in the Main Catalog area. It is arranged by Dewey Decimal call number just as the books are located on the shelves.

In a card catalog, a book is usually represented by more than one card: most books are entered by author, by title, and by subject. (See the example on the next page.) There can be additional entries

for joint authors, series, or for additional subjects which are thoroughly treated in a book. It is possible for one book to be represented five or six times in the card catalog. In the University of Illinois Library catalogs, all types of entries (author, title, subject) are filed together in alphabetical order. You can usually differentiate subject entries because their headings are typed in capital letters or in red type.

The card catalog is very important to library research because it provides the means of determining what materials are owned and where they are located in the library system. The Library Computer System (LCS) is a system-wide computerized circulation system which can serve as an adjunct to searching the card catalog: a search on LCS will reveal if the item is owned by the library and where it is located. If there is more than one copy, that information will also be given. In addition, a search on LCS will indicate if the item is checked out and, if so, when it is due back. Searching the card catalog will not tell you the circulation status of an item. LCS, however, does not replace the need to search the catalog: LCS does not have the capacity to conduct a subject search. In other words, titles are not entered in LCS by subject as they are in the card catalog. More information about LCS will be introduced in later sections of this guide.

SUBJECT HEADINGS

In your past experiences with using card catalogs, you were most likely looking up a subject in order to locate appropriate books. Your idea of which "heading" to consult to identify books on your topic may have been successful. However, when looking up a given subject in the University of Illinois catalogs, the term to consult may not be as apparent.

Subject cards use standardized works or "headings" and are arranged according to a uniform system. Often the terms used are not the terms that you have in mind. In the following examples, note the difference between the common term and those actually used in the catalog for the subject.

Common Term	Catalog Subject Headings
World War	European War, 1914-1918
movies	moving pictures
sororities	Greek letter societies
history of colonial New England	New England -- History - Colonial Period, ca 1600-1775

As you can see in the second example, sometimes the term used is dated and does not reflect our current terminology. Also, it is possible that you may find books on a topic listed under more than one term.

There is a list of subject headings developed by the Library of Congress in Washington D. C. which identifies the subject headings

Here are examples of 4 cards filed in the card catalog for one book.

Self-realization (Psychology).

126
L55t **Leonard, George Burr, 1923–**
The transformation; a guide to the inevitable changes in humankind [by] George B. Leonard. New York, Delacorte Press [1972]

SUBJECT CARDS

Consciousness

126
L55t **Leonard, George Burr, 1923–**
The transformation; a guide to the inevitable changes in humankind [by] George B. Leonard. New York, Delacorte Press [1972]

The transformation. c1972.

TITLE CARD

126
L55t **Leonard, George Burr, 1923–**
The transformation; a guide to the inevitable changes in humankind [by] George B. Leonard. New York, Delacorte Press [1972]

126
L55t **Leonard, George Burr, 1923–**
The transformation; a guide to the inevitable changes in humankind [by] George B. Leonard. New York, Delacorte Press [1972]

AUTHOR CARD

258 p. 22 cm.
Includes bibliographical references.

1. Consciousness. 2. Self-realization (Psychology) I. Title.

BF311.L43 126 UNDERGRAD 72-4213
MARC
Library of Congress 72 [4] IU 3-73 By

which are used in the catalog. The list is published in two large red volumes. Most college and university libraries, including the University of Illinois Library, use the Library of Congress Subject Headings (LCSH) list. In the Undergraduate Library, LCSH is located at the Reference Desk. Consult it when determining appropriate headings in the card catalog for your topic.

Besides identifying subject headings used in the catalog, LCSH can direct you to other headings which may be relevant to your search. It often provides subdivisions to a heading which identify specific aspects of a subject. Another useful feature of LCSH is the inclusion of scope notes for some headings; they define what the subject heading includes or excludes.

On the following page is a sample entry in the Library of Congress Subject Headings.

LIBRARY OF CONGRESS SUBJECT HEADINGS

Follow the steps outlined below in using the Library of Congress Subject Headings.

1. List each term you have thought of or have noted in your background reading which might be a subject heading for your topic.

2. Look up these terms in LCSH.

3. If you find a term listed in boldface type, it is used ("accepted") by the Library of Congress and can be used to search in the card catalog.

4. Related subject headings listed under an "accepted" term are identified by a "sa" (see also) notation.

5. If there are "sa" (see also) headings that might be relevant to your topic, add them to the list of headings to search in the card catalog.

6. If a term is not in boldface print, it is not an "accepted term". However, the term may be followed by a "see" reference which will refer you to the heading that is used for that subject. For instance, if you look up "Birth records" in LCSH, you will be referred to "Registers of births, etc." If you were then to locate that heading in LCSH, you would find additional "sa" references listed.

7. After following this procedure for all your original terms, your final product should be a list of "accepted" descriptors for your topic.

Sample page from Library of Congress Subject Headings

churches, etc.)
x Catholic Church (Islam, Protestant churches, etc.) and birth control
— Research *(Direct)*
— Research grants *(Direct)*
— Study and teaching *(Direct)*
— Underdeveloped areas
See Underdeveloped areas—Birth control

Birth control (Jewish law)
. Birth control—Law and legislation (Jewish law)

Birth control and astrology
See Astrology and birth control

Birth control clinics *(Direct)*
x Family planning services
Planned parenthood services
xx Clinics

Birth defects
See Deformities

Birth injuries
xx Deformities
— Complications and sequelae

Birth order
sa Children, First-born
x Ordinal position of children
Sibling sequence
xx Children
Family

Birth records
See Registers of births, etc.

Birth-stones *(GR805)*
x Natal stones
xx Birthdays
Charms
Gems (in religion, folk-lore, etc.)

Birthday books
x Books, Birthday
xx Birthdays
Calendars
Literary calendars

Birthdays
sa Birth-stones
Birthday books
Fortune-telling by birthdays
xx Days
— Caricatures and cartoons
— Songs and music *(M1977.B56; M1978.B56)*

Birthmark, Mongolian
See Mongolian birthmark

Birthmarks
xx Mole (Dermatology)
Skin

Bisayans (Philippine tribe)
See Bisayas (Philippine tribe)

Bisayas (Philippine tribe) *(DS666.B)*
x Bisayans (Philippine tribe)
Visayas (Philippine tribe)

Biscayans
See Basques

Biscuits *(TX769)*

Biscuits, English
See Cookies

Bisected brain
See Split brain

Bisexuality
xx Hermaphroditism
Homosexuality
Sex (Psychology)

Bishári dialect
See Beja language

Bishoprics
See Dioceses

Bishops *(Indirect)*
sa Apostolic succession
Cathedraticum
Chanceries, Diocesan
Chapters, Cathedral, collegiate, etc.
Chorepiscopi
Church polity
Conciliar theory
Consecration of bishops
Dioceses
Episcopacy
Investiture
Metropolitans
Ordination
Popes—Primacy
Rural deans
Staff, Pastoral
Vicars apostolic
Vicars-general
subdivision Bishops *under names of denominations, e.g.* Church of England—Bishops
x Archbishops
Clergy—Major orders
Major orders
Orders, Major
xx Apostolic succession
Catholic Church—Clergy
Catholic Church—Government
Christian biography
Clergy
Consecration of bishops
Dioceses
Episcopacy
Investiture

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8. If you encounter any difficulty in using LCSH, ask a reference librarian for assistance.

NOTE: A search in the Undergraduate Library card catalog should identify useful titles for many topics. However, often you will not want to limit your search to just this catalog. By consulting the Main Catalog in the Main Library (using the same Library of Congress subject headings), you can obtain a record of all available titles in the system.

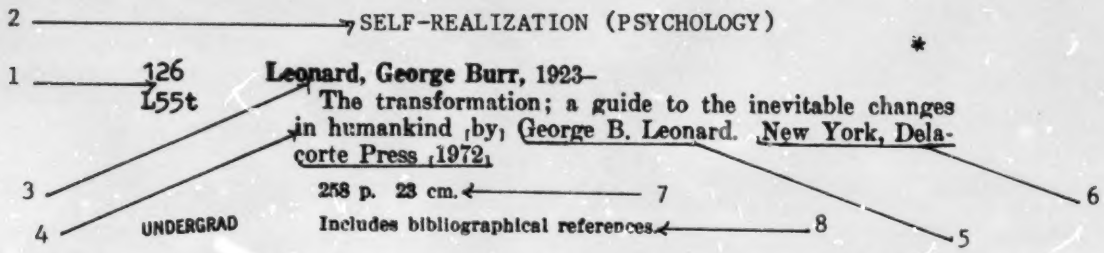
CARD CATALOG ARRANGEMENT

As you probably know, cards in the card catalog are filed alphabetically. To use the card catalog most effectively, there are several things you need to know about the order in which the cards are filed. For example, the alphabetical arrangement of the card catalog is word-by-word rather than letter-by-letter. "A", "an", and "the" are considered "insignificant words," so titles beginning with these words are filed according to the second word of the title. For example, The Three Boxes of Life is filed as if it were entitled Three Boxes of Life. (This rule also applies to searches conducted on LCS.)

When consulting the Main Catalog (which currently contains over 7 million cards), the filing arrangement may be especially difficult to comprehend. This is especially true for the many catalog drawers containing cards filed under "United States" entries. In addition, during the next few years, the Library's gradual adoption of automated record keeping procedures and a computerized catalog may temporarily inconvenience you, especially in the Main Catalog area. At any point, if you have questions about how to use any catalog, don't hesitate to ask for assistance at the Catalog Information Desk.

CATALOG CARD ANATOMY

Each catalog card describes the physical book and its contents. Learning to interpret the various parts of the card is necessary to assess the potential usefulness of a book. On the following page, a typical catalog card is deciphered.



9 1. Consciousness. 2. Self-realization (Psychology) I. Title.

BF311.L43 126 72-4213
MARC

Library of Congress 72 [4] IU 3-73 By

1) Call number - Indicates book's location in the library.

2) Subject headings - Indicates the subject matter of the book. (It is typed either in red or in all capital letters on a catalog card.)

3) Author - Indicates the writer(s) of the book. (Note: the author may not necessarily be an individual; for example, authorship can be assigned to a federal agency or to a corporation.)

4) Title - Can include the subtitle if it's listed on the title page.

5. Joint author - Gives the name(s) of any additional person responsible for the writing of the book. (This book has only one author.)

6. Imprint - Denotes the place of publication, name of publisher, and date of publication.

7. Collation - Provides a physical description of the book, identifying the number of pages and the size of the volume.

8. Notes - Provides added information that is often helpful to the researcher. In this case, it points out that a bibliography is included. (Note: examining the bibliography could provide you with additional relevant sources of information on your topic.)

9. Tracings - Lists all added entry headings under which the work may be found in the catalog. An added entry is any entry other than the main one. There may be added entries for title, subjects, series, and translators. Subject headings are numbered with Arabic numerals; entries which appear under author or title entries are numbered with Roman numerals.

V. BOOK LOCATION

DEWEY DECIMAL CLASSIFICATION SYSTEM

After you have identified relevant entries in the card catalog, your next step is to locate the material in the library's collection. The book's call number, a combination of letters and numbers in the upper lefthand corner of the card, indicates where the book can be found. The call number consists of two parts. The number on the top line groups all books on the same subject together on the shelf. Within each subject area, the letters and numbers in the second line group books by the same author together. Sometimes a call number has three or more lines. To locate a book in the library, you must have the complete call number. Special abbreviations above some call numbers indicate certain areas in the Undergraduate Library - i.e., Browsing Area, Reference, or Media Center. The floorplan mounted on the Undergraduate Library's Card Catalog will assist you in identifying shelf arrangments in this building.

The University of Illinois uses a modified Dewey Decimal Classification System. There are 10 major subject groups which are subdivided to form over 1000 classes. The 10 major subject areas are:

000's	General works
100's	Philosophy and psychology
200's	Religion
300's	Social sciences
400's	Philology (language)
500's	Pure science
600's	Applied science
700's	Fine arts
800's	Literature
900's	Geography and history

When consulting the Main Catalog or LCS, another important item will be added to the call number - the departmental library housing the book. For instance, if you looked for Richard Bolle's The Three Boxes of Life, the call number would be:

650.19
B63t
cop. 1 - Educ.
cop. 2 - Under.

This means one copy of the book is owned by the Education and Social Sciences Library and one by the Undergraduate Library. An LCS search would provide this information as well as indicating whether or not the copy was borrowed.

A list of the departmental libraries with a map of location and schedule of hours is attached. (See Appendix A.)

Note: When you have identified call numbers and begin locating books on the shelves, remember that the Dewey Decimal Classification System groups books by subject. It is possible to do a "shelf search" for additional material. Conducting a shelf search simply means examining books on either side of the book you were seeking. It is possible that these titles may also be relevant to your topic. Of course, in the Main Library Bookstacks, most undergraduates are not permitted to retrieve books themselves. However, the Library Computer System (LCS) does have the capacity for a "computerized shelf search".

LIBRARY COMPUTER SYSTEM

The Library Computer System (LCS) at the University of Illinois serves as a complement to the card catalog as well as a circulation control system. It provides easy access to materials owned by the University libraries. The system features include:

(1) the ability to search by author, title, or a combination of the two and obtain the results in a matter of seconds;

(2) the ability to determine the location of any item on campus, its availability for use and loan period; and

(3) the ability to search by call number area to determine all items on campus that have been assigned a given subject classification.

The system cannot search by subject headings similar to those used in the card catalog.

Public terminals are available by the Main Card Catalog and in the Reference Room in the Main Library, and in the reference area of the Undergraduate Library. In addition, most departmental libraries on campus will perform searches for you.

The search procedures are easily learned and do not require typing expertise. Search instructions are posted at each public terminal. Instructional handouts are also available. In addition, a PLATO lesson provides instruction on conducting LCS searches; a PLATO terminal can be reserved at the Undergraduate Library Media Center.

The six basic search commands are as follows:

TLS/	=	TITLE SEARCH
ATS/	=	AUTHOR-TITLE SEARCH
AUS/	=	AUTHOR SEARCH
SPS/	=	SHELF POSITION SEARCH
DSC/	=	DETAILED SEARCH BY CALL NUMBER
DSL/	=	DETAILED SEARCH BY LINE NUMBER

To have the computer perform a search,

(1) enter the command code,

(2) enter the appropriate information for the computer to search, and

(3) press the return key.

That is all there is to it. The computer does the rest.

The usefulness of conducting a "shelf search" was explained in the preceding section. LCS can perform a similar search: a Shelf Position Search (SPS). The results of a SPS search are similar to those of a subject search. By typing in a command and a call number, LCS will identify 5 books with call numbers preceeding it and 5 books with call numbers following it. A Shelf Position Search on LCS will be most productive in your research process if you search on the most frequently encountered call number(s) for your topic.

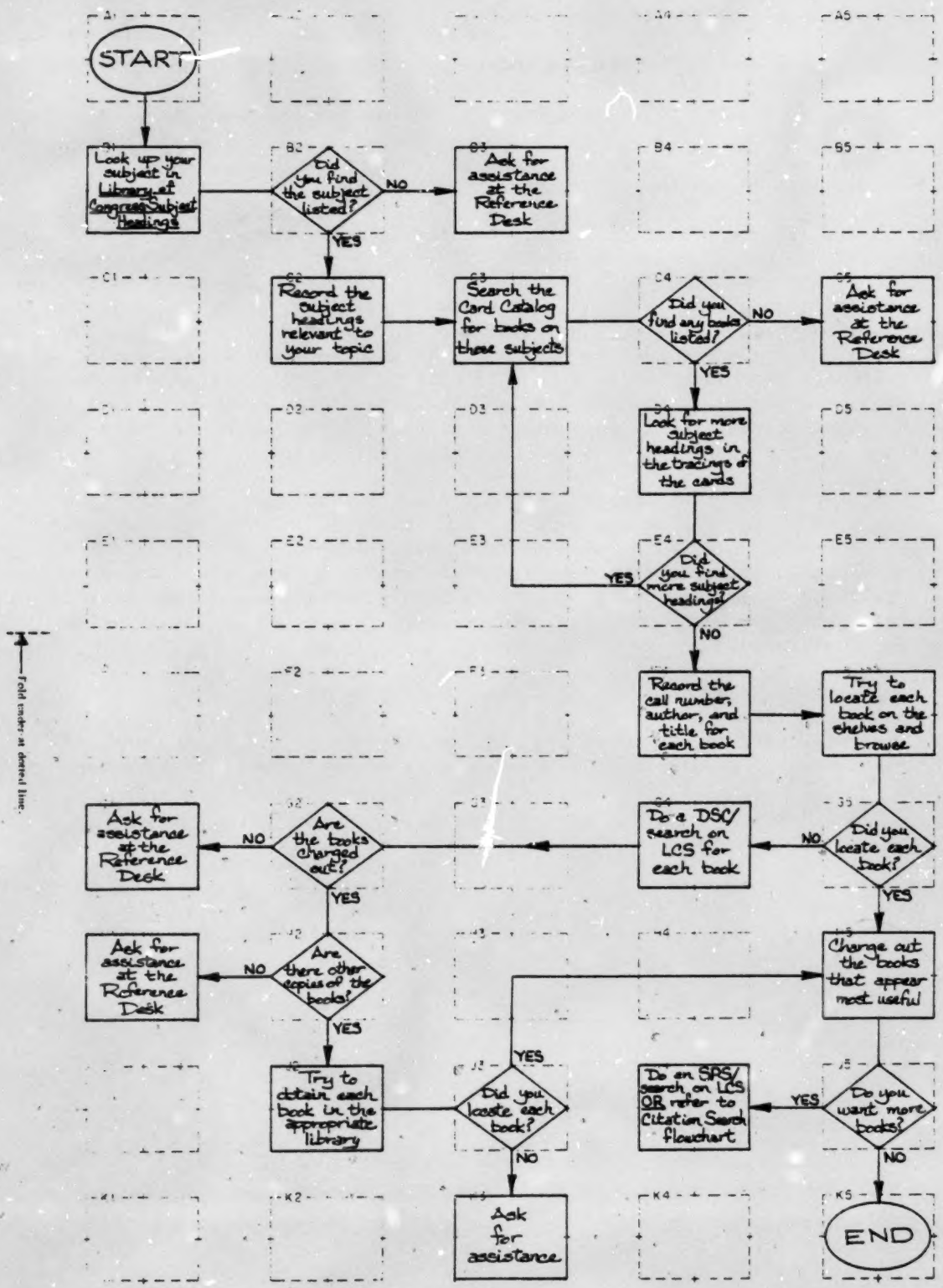
LCS can save you time in doing research since it can tell you immediately which library owns a title and if it is available for you to borrow. However, it is important to remember that LCS is not a complete substitute for the card catalog; at this time, the catalog is still the final authority on the library's holdings. If you do not find what you want using LCS, use the card catalog or ask a librarian for assistance.

FLOWCHART: SEARCHING FOR BOOKS

The flowchart on the following page summarizes an efficient means of retrieving book material in the University of Illinois Library System.

SEARCHING FOR BOOKS:

Subject Searches in the Card Catalog


START
Look up your subject in Library of Congress Subject Headings
Did you find the subject listed?
NO
YES
Ask for assistance at the Reference Desk
Record the subject headings relevant to your topic
Search the Card Catalog for books on these subjects
Did you find any books listed?
NO
YES
Ask for assistance at the Reference Desk
Look for more subject headings in the tracings of the cards
Did you find more subject headings?
YES
NO
Record the call number, author, and title for each book
Try to locate each book on the shelves and browse
Did you locate each book?
NO
YES
Do a DSC/ search on LCS for each book
Are the books charged out?
NO
YES
Ask for assistance at the Reference Desk
Are there other copies of the books?
NO
YES
Ask for assistance at the Reference Desk
Charge out the books that appear most useful
Do you want more books?
YES
NO
Do an SPIS/ search on LCS OR refer to Citation Search flowchart
Did you locate each book?
YES
NO
Try to obtain each book in the appropriate library
Ask for assistance
END
Fold under as dotted line.
Fold under as dotted line.

VI. BOOK MATERIAL EVALUATION

As you locate books on the shelves, critically examine each one for its relevance to your topic. Make a brief note in your records to indicate the book's significance. This preliminary examination of a book could include the following.

1. Examine the title page.

   a. Note the title and subtitle. The subtitle often identifies the intent and tone of the work.

   b. Note the author's qualifications. Is he or she a specialist in the field? Don't rely on the book jacket alone to determine the author's credentials. If in doubt, consult a reputable biographical source. (See "Reference Sources.")

   c. Note the publisher. Some publishers are more likely to publish scholarly books than others: university presses, for example, usually publish scholarly works.

   d. Note the date of publication. Was the book written recently enough to be helpful? In scientific literature, the most current information is usually examined first. However, the importance of currency depends largely on the subject.

2. Examine the table of contents.

   Chapter titles and major divisions of the book will give you an idea of the broad subjects covered.

3. Examine the preface.

   The preface often indicates the scope of coverage and treatment of the subject, in addition to noting special features or limitations.

4. Look for an index.

   See which aspects of your topic are covered.

VII. PERIODICAL INDEX AND ABSTRACT USAGE

To research your topic thoroughly, you will want to consult sources of information other than books. Often the most up-to-date information on your topic is in a periodical or other serial publication. As explained earlier, serials are publications that are issued on a continuous and regular basis. There are many types of serial publications. The University of Illinois Library contains over 91,000 serials, a rich and substantive research collection. To gain access to articles published in serial publications, specialized indexes must be consulted.

Many of the serial titles you will be using for your research will be in periodicals. There are two main types: general and professional. A general periodical is not limited in content to one area of interest; rather, it touches upon many subjects. News, hobby, or recreational magazines, and a host of publications such as Harper's Magazine and The New Yorker, are all classified as general periodicals.

Professional periodicals, usually called journals, contain articles of interest to members of a particular profession or to scholars in a particular field. American Behavioral Scientist and Journal of Experimental Psychology are two examples of such publications. Articles in scholarly journals, usually published by academic societies or institutions, contain the research findings of specialists and often represent the most recent additions to a particular academic discipline's shared store of knowledge. In addition, some scholarly journals contain critical reviews of recent books and lists of articles appearing in recent issues of other journals.

PERIODICAL INDEXES

A periodical index lists articles by subject and author and indentifies the periodicals in which they may be found. Enough bibliographical information is included in an index citation for the user to be able to locate the article.

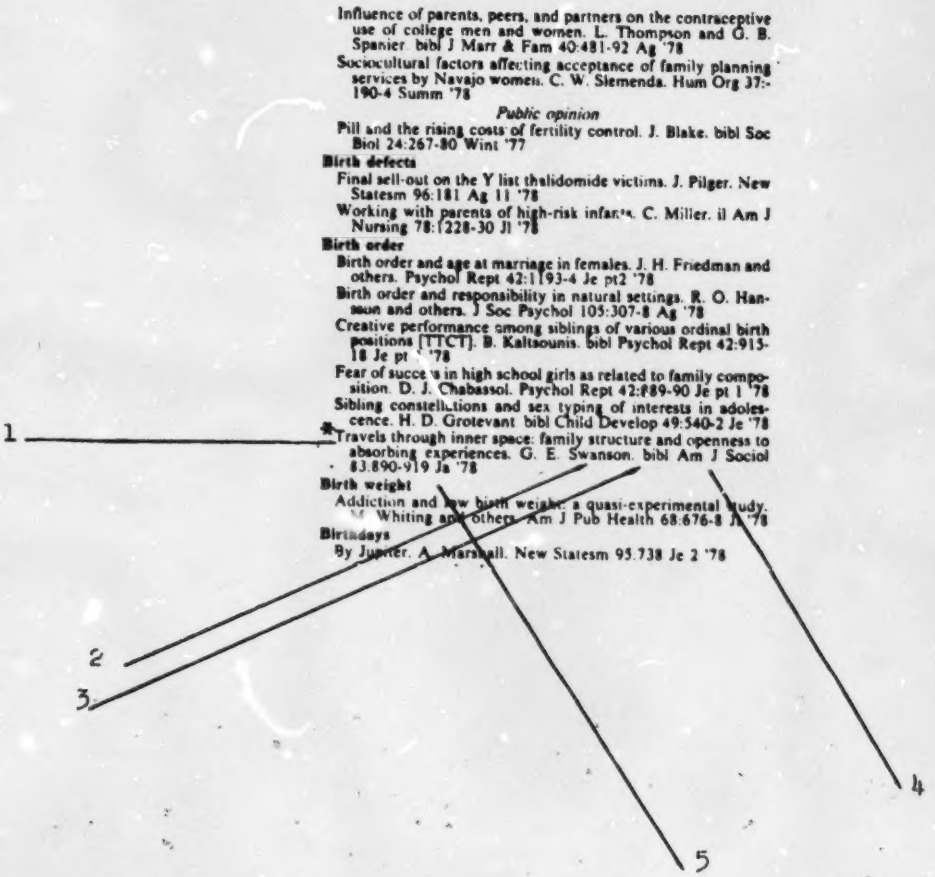
Just as periodicals are of general or special interest, so, too, are the indexes. The best known general index, Readers' Guide to Periodical Literature, lists articles in approximately 160 periodicals published in the United States. It has been published since the beginning of the century. Similar in format, but covering the scholarly journals in particular subjects, are the specialized indexes. For instance, Social Sciences Index covers about 200 journals in the social and behavioral sciences. Education Index provides indexing to the professional journals of that field.

On the following page is an entry in Social Sciences Index under the heading "Birth order". The starred citation is deciphered as indicated.

ABSTRACTS

The abstract differs from the index in two important ways. The citation to an article is followed by an abstract, or brief summary of the article, which will enable you to determine whether the content is useful to your research project. In addition, the organization of the issues and volumes is noticeably different from that of an index.

The following is an entry in Social Science Index under the heading "Birth Order". The starred citation is deciphered.


Influence of parents, peers, and partners on the contraceptive use of college men and women. L. Thompson and G. B. Spanier. bibl J Marr & Fam 40:481-92 Ag '78
Sociocultural factors affecting acceptance of family planning services by Navajo women. C. W. Slemenda. Hum Org 37:190-4 Summ '78
Public opinion
Pill and the rising costs of fertility control. J. Blake. bibl Soc Biol 24:267-80 Wint '77
Birth defects
Final sell-out on the Y list thalidomide victims. J. Pilger. New Statesm 96:181 Ag 11 '78
Working with parents of high-risk infants. C. Miller. il Am J Nursing 78:1228-30 Jl '78
Birth order
Birth order and age at marriage in females. J. H. Friedman and others. Psychol Rept 42:1193-4 Je pt2 '78
Birth order and responsibility in natural settings. R. O. Hanson and others. J Soc Psychol 105:307-8 Ag '78
Creative performance among siblings of various ordinal birth positions [TTCT]. B. Kaltsounis. bibl Psychol Rept 42:913-18 Je pt 1 '78
Fear of success in high school girls as related to family composition. D. J. Chabassol. Psychol Rept 42:889-90 Je pt 1 '78
Sibling constellations and sex typing of interests in adolescence. H. D. Grotevant. bibl Child Develop 49:540-2 Je '78
*Travels through inner space: family structure and openness to absorbing experiences. G. E. Swanson. bibl Am J Sociol 83:890-919 Ja '78
Birth weight
Addiction and low birth weight: a quasi-experimental study. M. Whiting and others. Am J Pub Health 68:676-8 Jl '78
Birthdays
By Jupiter. A. Marshall. New Statesm 95:738 Je 2 '78
1
2
3
4
5

1. The title of the article.

2. The author of the article.

3. "bibl" - (an abbreviation for bibliography) - indicates a bibliography at the end of the article.

4. The abbreviation for the journal, which is given in full at the front of the issue, - The American Journal of Sociology.

5. The volume of the journal, volume 83. The pages on which the article appears, pp. 890 - 919. The date of issue of the journal, January 1978.

The following examples from different periodical indexes illustrate how the same subject may be treated in a different manner.

READER'S GUIDE lists articles related to public use of analgesics.

ANALGESICS
Pain, panic, and pills. N. Cousins. Sat R 2: 4-8 My 21 '75; Same abr. with title Hypochondria: the hidden epidemic. Read Digest 107:118-20 Ag '75; Discussion. Sat R 3:6-7+ Ag 23; 3:5 O 4 '75
See also
Aspirin
Codeine
Phenacetin

BUSINESS PERIODICALS INDEX lists articles on "Analgesics" as a business product and promotion.

ANALGESICS
Analgesics panel calls for sweeping labeling, warning, and promotional changes. Drug Topics 121:7-8+ Ag 1 '77
Analysts don't expect a cure to come from aspirin entries. N. Giges. Adv Age 48:114 N 21 '77
Aspirin growth seen static; no future expansions planned. Chem Mkt Rept 212:24-5 O 3 '77
Aspirin sales rise sharply following influenza outbreaks. Chem Mkt Rept 213:25 Mr 6 '78
Chemical profile: aspirin. Chem Mkt Rept 212:9 O 3 '77
FDA panel says OTC analgesics need added label warnings. Chem Mkt Rept 212:3+ Jl 11 '77
Merck develops potent aspirin substitute. Chem & Eng N 56:7 Ap 10 '78
More evidence that aspirin reduces strokes. Chem & Eng N 56:22 F 6 '78
PA blasts FDA panel report as Kennedy predicts more explicit labeling. Drug Topics 121:1 Ag 1 '77
What to tell customers about analgesics. Drug Topics 121:3+ Ag 1 '77

Advertising
Anacin ad ruling may mean trouble: ex-FTC aide [R. Pitofsky] Adv Age 48:10 O 24 '77
B-M strikes balance between East-West marketing methods [Japan] il Ind Mkt 63:92-3 Ja '78; Same. Adv Age 49:34-5 Ja 16 '78
Bayer ad tak-tsks Tylenol ad. Adv Age 48:1+ Je 27 '77
Bayer presses FDA on nonaspirin claims. N. Giges. Adv Age 49:1+ Ja 2 '78
Bufferin seeks creative to break analgesic mold. N. Giges. Adv Age 48:2 Ag 22 '77
FDA asks aspirin maker to halt one-sided ads on hazards of Tylenol [Sterling Drug] Chem Mkt Rept 212:7+ D 19 '77
FDA bad-mouths Bayer and Tylenol advertising. N. Giges. Adv Age 48:2+ D 19 '77
FDA report part of Bayer battle. N. Giges. Adv Age 48:2+ Ag 8 '77
FTC gearing for trial on analgesic corrective ads. Adv Age 48:4 Je 13 '77
Judge rules for Tylenol: Anacin ordered to halt inflammation ad claims. N. Giges. Adv Age 48:1+ Ag 22 '77
Painful Bayer. DDB connection put out of misery. N. Giges. Adv Age 49:1+ F 13 '78
Sterling agrees to pull disputed Bayer TV spots. Broadcasting 94:55 Ja 2 '78
Tight label rules on analgesics will cure adjective-itis: FDA chief [D. Kennedy] R. L. Gordon. Adv Age 48:1+ Jl 11 '77
Tylenol drops doctors recommend, NAD told. Adv Age 48:16 O 17 '77
Tylenol may sue Bayer over sharp ad attacks. Adv Age 48:1+ Ag 15 '77

APPLIED SCIENCE AND TECHNOLOGY INDEX lists articles concerned more with the chemistry of analgesics.

ANALGESICS
Analgesia; how the body inhibits pain perception. J. L. Marx. Science 198:471-3 F 4 '77; Discussion. R. Hayes and others. 198:600 My 6 '77
Analog of enkephalin having prolonged opiate-like effects in vivo. J. M. Walker and others. bibl Science 196:85-7 Ap 1 '77
[D-Ala²]-Met-enkephalinamide: a potent, long-lasting synthetic pentapeptide analgesic. C. H. Pert and others. bibl Science 194:330-2 O 15 '76
Morphine and enkephalin; analgesic and epileptic properties. G. Urca and others. bibl Science 197:83-6 Jl 1 '77
Nitrous oxide analgesia: resemblance to opiate action. B. A. Berkowitz and others. bibl Science 194:967-8 N 26 '76
Polypeptide from pituitary acts as analgesic. D. A. O'Sullivan. il Chem & Eng N 54:26-7 N 15 '76
See also
Aspirin

Access to articles by subject or author is provided by an index in the back of each issue. This means that using an abstract is a two-step process. First, you must look in the index and find one or more abstract numbers. Then, you must turn to the appropriate issue where the abstracts appear in numerical order. (The numbering of abstracts is continuous throughout a given year.) The annual index to an abstract has separate sections for author and subject; there may also be other sections, such as for book reviews.

Psychological Abstracts is used frequently by students. Published by the American Psychological Association, it is an authoritative index to psychological literature, providing both basic bibliographic information and an abstract - or summary - of the content of each article indexed. These abstracts are typically of 30 to 50 words in length.

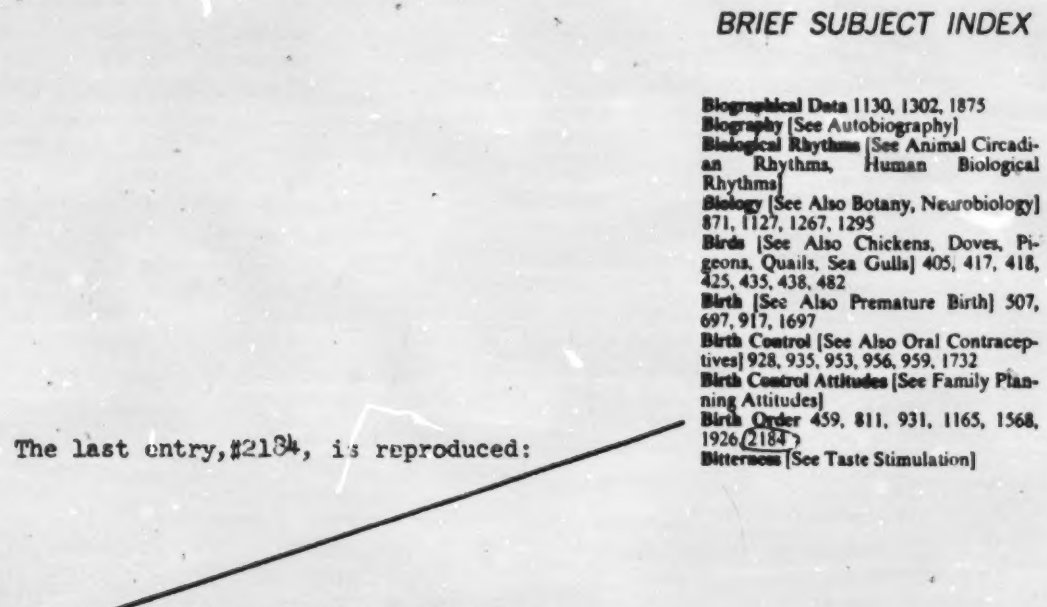
On the following page is a journal article entry in Psychological Abstracts.

IDENTIFICATION

Each indexing or abstracting service covers a unique level and scope of material. When searching for serial information, it is important to be able to identify the indexes and abstracts which are most appropriate to your subject. The "Selected List of Periodical Indexes and Abstracts" on the following pages identify those frequently consulted by beginning researchers. It is not an inclusive list of indexes and abstracts. Ask a librarian to help you identify additional sources. A guide to the literature in a particular field will also list relevant indexes and abstracts. (See "Reference Sources".)

Sample entry in Psychological Abstracts

In the "Brief Subject Index" of the July 1978 issue, seven items are listed that refer to abstracts on the subject, "Birth Order":



BRIEF SUBJECT INDEX

Biographical Data 1130, 1302, 1875
Biography [See Autobiography]
Biological Rhythms [See Animal Circadian Rhythms, Human Biological Rhythms]
Biology [See Also Botany, Neurobiology] 871, 1127, 1267, 1295
Birds [See Also Chickens, Doves, Pigeons, Quails, Sea Gulls] 405, 417, 418, 425, 435, 438, 482
Birth [See Also Premature Birth] 507, 697, 917, 1697
Birth Control [See Also Oral Contraceptives] 928, 935, 953, 956, 959, 1732
Birth Control Attitudes [See Family Planning Attitudes]
Birth Order 459, 811, 931, 1165, 1568, 1926, 2184
Bitterness [See Taste Stimulation]

The last entry, #2184, is reproduced:

2184. **Kunz, Phillip R. & Peterson, Evan T.** (Brigham Young U) **Family size, birth order, and academic achievement.** *Social Biology*, 1977(Sum), Vol 24(2), 144-148. —Responses from 6,642 adolescents from 46 high schools in the US were analyzed in a stepwise multiple regression to determine the independent and combined effects of family size, birth order, and objective social class of father on high-school GPA. Family size and birth order were not important. Contrary to other research findings, social class was of some importance. However, additional variables need to be introduced to explain GPA. —*Journal abstract.*

A TLS search on LCS will indicate that the journal, Social Biology, is available in the Biology Library so that the entire article can be read if needed.

Selection

Selected List of Periodical Indexes and Abstracts

(The left column indicates library location codes as used in LCS.)

BI ABRIDGED INDEX MEDICUS

All aspects of medicine and the life sciences.

ED ABSTRACTS ON CRIMINOLOGY AND PENOLOGY

Courts and Criminal Justice
Juvenile Delinquency
Offenders
Prisons and Penology

HI AMERICA: HISTORY AND LIFE

All aspects of American history -- social, political, and cultural -- including current history.

UG APPLIED SCIENCE AND TECHNOLOGY INDEX
RE (from 1913-1958, titled: INDUSTRIAL ARTS INDEX)
EN

Aeoronautics and Space Sciences
Chemistry
Computer Technology
Construction Industry
Energy
Engineering
Environment
Geology
Industrial Arts
Machinery
Mathematics
Metallurgy
Oceanography
Petroleum and Gas
Physics
Transporation

UG ART INDEX
AR
HE
CP

Archaeology
Architecture
Crafts
Film Studies
Interior Design
Photography

UG BIOGRAPHY INDEX
RE

Index to sources of biographical information.

AG BIOLOGICAL AND AGRICULTURAL INDEX
RE (from 1916-1963, titled: AGRICULTURAL INDEX)
NH

Agricultural Sciences
Animal Sciences
Biological Sciences
Botany
Conservation
Dairying
Ecology and the Environment
Food Science
Forestry
Genetics
Pesticides
Veterinary Medicine
Wildlife
Zoology

BI BIOLOGY DIGEST
AG

Biological Sciences
Life Sciences
Medicine, Health and Disease
Research

UG BUSINESS PERIODICALS INDEX
RE (from 1913-1958, included in INDUSTRIAL ARTS INDEX)
CR

Accounting
Advertising
Banking
Computers
Economics
Industries
Insurance
Labor and Unions
Management
Regulation

ED CHILD DEVELOPMENT ABSTRACTS AND BIBLIOGRAPHY
HE

All aspects, including medical, psychological, sociological, and educational, of the growth and development of children.

UG COMBINED RETROSPECTIVE INDEX TO JOURNALS IN HISTORY

Covers history from ancient to modern times.

UG COMBINED RETROSPECTIVE INDEX TO JOURNALS IN POLITICAL SCIENCE

Covers journals in the field of political science from 1886-1974.

UG COMBINED RETROSPECTIVE INDEX TO JOURNALS IN SOCIOLOGY

Covers journals in the field of sociology from 1895-1974.

AL COMPLETED RESEARCH IN HEALTH, PHYSICAL EDUCATION, AND RECREATION

Athletics
Physical Education
Recreation
Sports and Sports Medicine

UG A COMPREHENSIVE BIBLIOGRAPHY FOR THE STUDY OF AMERICAN MINORITIES

The most complete single source for materials on American minority groups.

ED CRIME AND DELINQUENCY LITERATURE ABSTRACTS

Corrections
Drug Abuse and Treatment
Law and the Courts
Social Issues and Crime

UG EDUCATION INDEX
ED
AL

Curriculum and Instruction
Educational Administration and Law
Sports, Health and Physical Education
Student Life

RE ENERGY INDEX
EN
CR

Index to articles, books, and government documents on energy and energy related topics.

EN ENGINEERING INDEX

Aeronautics and Space Sciences
Applied Sciences
Energy
Technology and Technology Transfer

CH ENVIRONMENT INDEX
RE

Conservation
Ecology
Environmental Studies
Legislation
Pollution

UG ESSAY AND GENERAL LITERATURE INDEX
RE
LI

Index to articles, chapters, and essays in books relating to the humanities and social sciences. Includes biographical sources.

UG FILM LITERATURE INDEX

Cinema Studies
Film Reviews
History of Film
Motion Picture Making
Personalities

HI HISTORICAL ABSTRACTS

History since 1450. More recent volumes do not include American history.

UG HUMANITIES INDEX
RE (from 1907-1965, included in INTERNATIONAL INDEX; from 1965-1974,
CM part of SOCIAL SCIENCES AND HUMANITIES INDEX)

Archaeology and Ancient History
Folklore
History
Journalism
Literature
Philosophy
Religion

LA INDEX TO LEGAL PERIODICALS
RE

Index to articles about all aspects of law, including the social and political impact of law and court decisions, philosophy of law, and legal reform.

UG INDEX TO PERIODICALS BY AND ABOUT BLACKS
RE

Afro-American studies.

RE INDEX TO RELIGIOUS PERIODICAL LITERATURE

Religious Studies and Theology.

MU MUSIC INDEX
UG(1978 -)

Major trends and figures in music from the earliest times. Rarely includes current rock.

HE NUTRITION ABSTRACTS AND REVIEWS

Diet
Food Science
Nutrition and Health

UG PSYCHOLOGICAL ABSTRACTS
ED

The psychological aspects of everything. Includes parapsychology.

UG P.A.I.S. PUBLIC AFFAIRS INFORMATION SERVICE BULLETIN
CR
RE Political and Social Affairs. Worldwide coverage since 1915. Includes government publications.

UG READERS' GUIDE TO PERIODICAL LITERATURE
RE
Index to articles appearing in popular magazines.

ED RESOURCES IN EDUCATION (ERIC)
LI
Research materials on all aspects of education. Most ERIC materials are available in the Education Library.

CH SCIENCE CITATION INDEX

Useful for identifying those publications most often referred to by researchers in any of the sciences.

ED SOCIAL SCIENCE CITATION INDEX

Useful for identifying those publications most often referred to by researchers in the social and behavioral sciences.

UG SOCIAL SCIENCES INDEX
ED (from 1907-1965, included in INTERNATIONAL INDEX; from 1965-1974,
RE included in SOCIAL SCIENCES AND HUMANITIES INDEX.)

Anthropology
Consumer Affairs
Economics
Environment
Law and Criminology
Political Science
Psychiatry
Psychology
Sociology

UG SOCIOLOGICAL ABSTRACTS
ED
Anthropology
Criminology
Rehabilitation
Social Problems
Social Work
Socialization

CM TOPICATOR

Advertising
Communications
Marketing

UG WOMEN'S STUDIES ABSTRACTS
ED
Employment and Discrimination
Health and Pregnancy
Historical Studies
Sex Roles and Sexuality
Sports
Women's Liberation Movement

CHECKLIST

Because of the uniqueness of index and abstract sources, it is difficult to generalize about the best method of searching them. It is helpful to examine each new source before trying to use it. The following is a checklist of some important questions you should ask about each new index or abstract you use. (Note: Not all questions will apply to all sources.)

1. Does the index or abstract include instructions for using it? Most do in the front of the issue.

2. What specific subject areas are covered?

3. Is there a list of specific sources indexed or abstracted?

4. Is there a list of abbreviations used?

5. How often is the index or abstract issued?

6. Are there cumulations? (A cumulation consolidates monthly - and sometimes yearly - indexes into one alphabetical sequence.)

7. What kinds of entries are there - i.e., author, title, and/or subject?

8. What types of material are indexed or abstracted? Journals? Books? Government documents?

9. Is the indexed material research-oriented or popular? Or both?

10. Are there any special or unique features?

Examining the index and abstract features identified in the checklist should familiarize you with the source. However, applying a checklist alone may not teach you the actual use of a particular tool. Once you have become generally familiar with an index or abstract, try to search your topic. This gives you the opportunity to learn by doing. If you have questions at any point, ask a reference librarian for assistance. In addition, there are five cassette programs available in the Undergraduate Library which explain the use of four indexes and one abstract, including Readers' Guide to Periodical Literature, Social Sciences Index, Public Affairs Information Service, New York Times Index, and Psychological Abstracts.

Note: When consulting periodical indexes and abstracts be aware that subject headings may be different from those used for your topic in the card catalog. Look for cumulated issues which allow you to do a comprehensive search. Search backwards chronologically in each index and abstract. Be certain to write out completely all the information in an entry. Write out abbreviations in full. Make certain that

before you leave the index area you have all the information you will need (1) to locate the article and (2) for the bibliography of your research paper.

Periodicals may not be taken out of the Undergraduate Library, nor do they circulate other than for building use in most other libraries in the system. If an article is particularly useful, you may wish to photocopy it.

VIII. PERIODICAL LOCATION

SERIAL RECORD/LCS

Once you have identified relevant citations in indexes and abstracts, you will want to retrieve and examine the actual articles. If you are consulting indexes and abstracts in the Undergraduate Library, you can quickly determine if this library owns a periodical by using the black rotary file on the counter as you enter the periodical area. If the Undergraduate Library has the periodical, the title will be listed alphabetically in the file along with the date the library first began receiving the title.

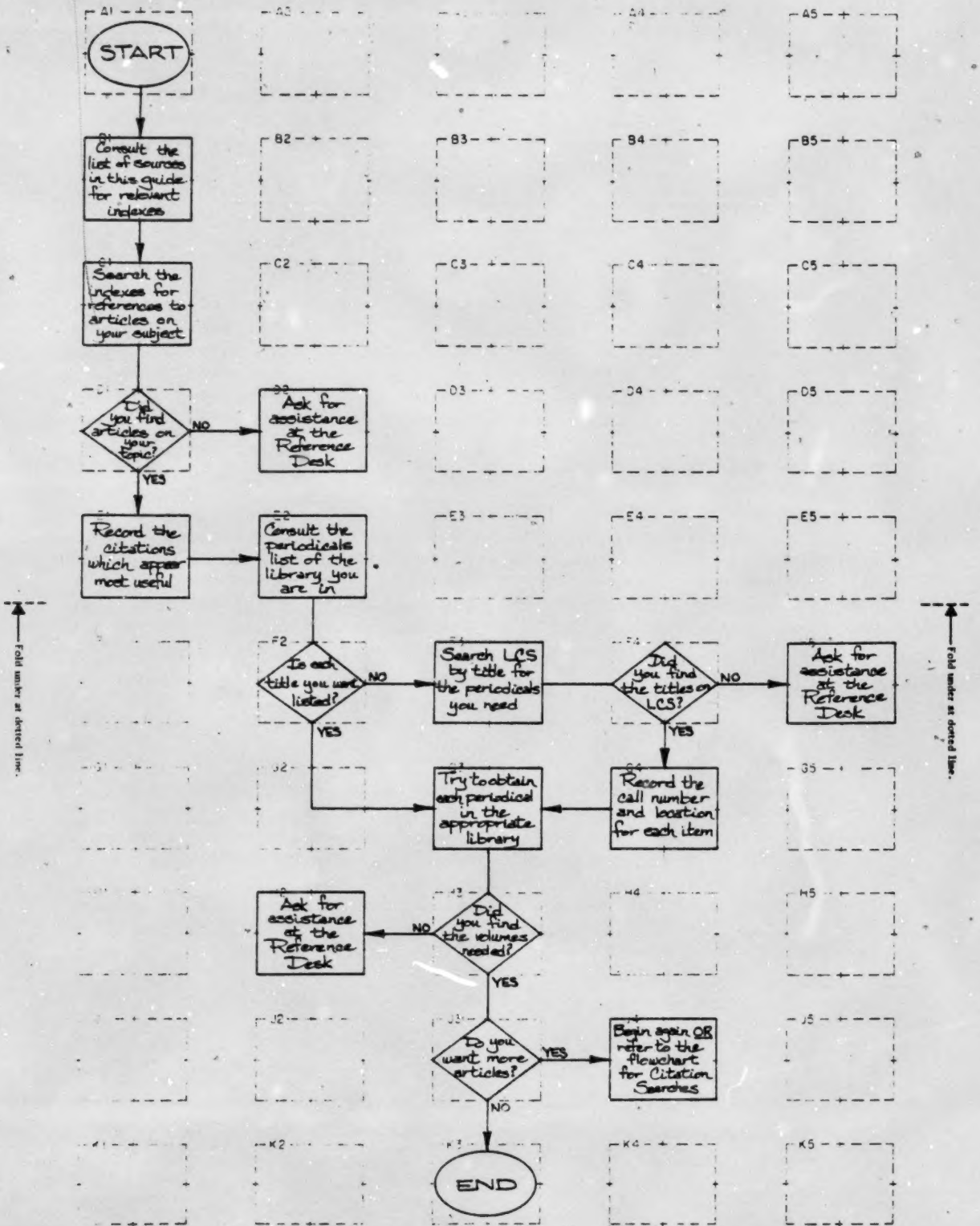
The Undergraduate Library receives only about 300 periodicals; more than 45,000 titles are available in the University of Illinois Library system. You will probably locate citations for journals that are housed in other departmental libraries. An LCS search for a periodical title will provide the necessary location information. Use the instructions next to the terminal to find detailed holdings and circulation information. Once you have found the title on LCS, be sure to write down the call number, including the volume number, and the location. In many departmental libraries and in the Bookstacks, serials are arranged on the shelf by Dewey Decimal number, so you will need the periodical's call number.

If you do not find the title by searching on LCS, consult the Serial Record located near the Main Card Catalog on the second floor of the Main Library. It is the card catalog of the entire library system's serials holdings through November 1, 1979. The up-to-date record of the library system's serial holdings is available only on LCS though. If you have any questions about how to search for serials on LCS, or about using the Serial Record, there are library staff members available in that area to help you.

FLOWCHART: SEARCHING FOR PERIODICAL ARTICLES

The flowchart on the following page summarizes the steps involved in efficiently retrieving periodicals in the University of Illinois Library.

SEARCHING FOR PERIODICAL ARTICLES:
Searching Indexes and Abstracts

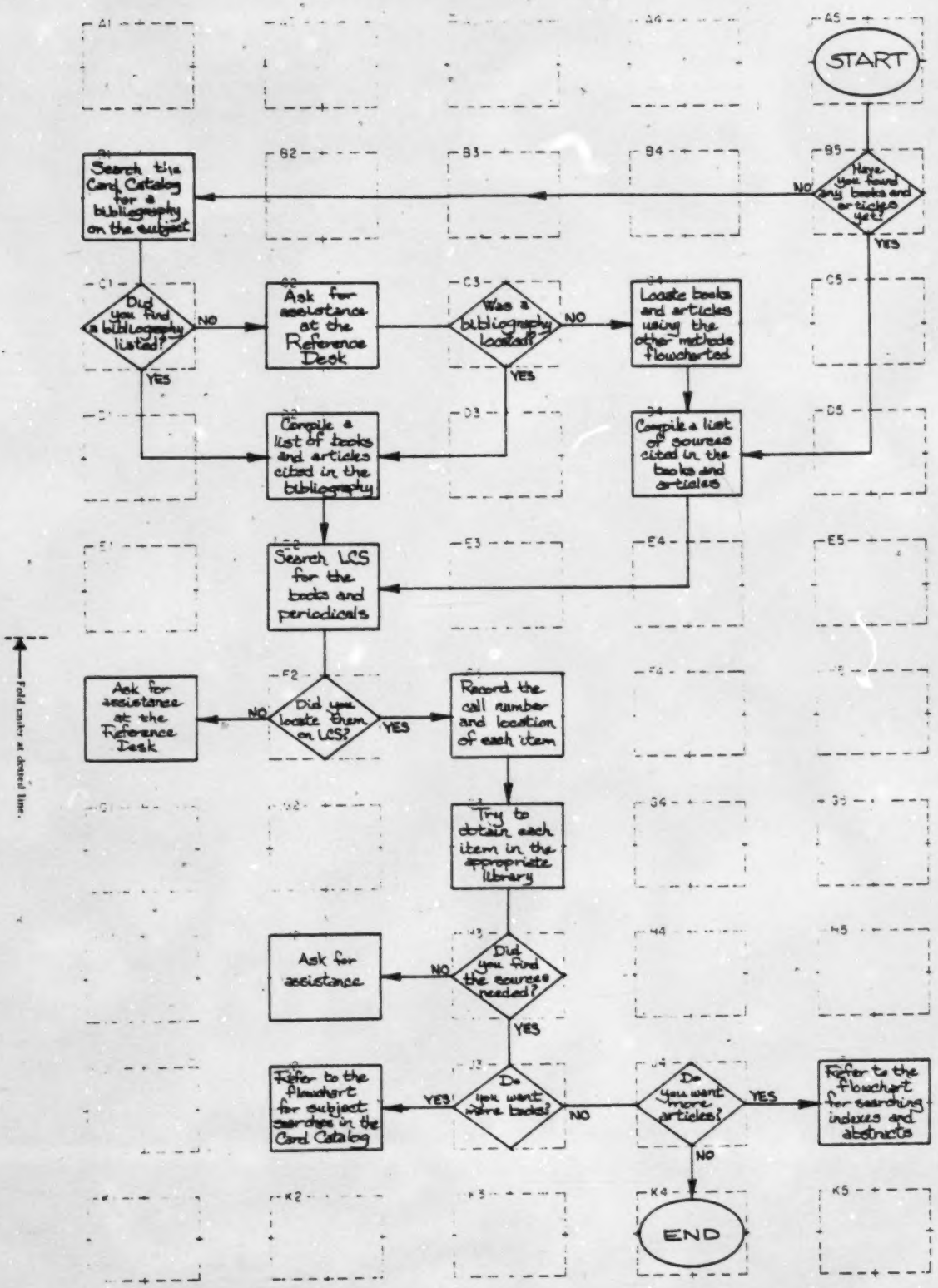

START
Consult the list of sources in this guide for relevant indexes
Search the indexes for references to articles on your subject
Did you find articles on your topic?
NO
YES
Ask for assistance at the Reference Desk
Record the citations which appear most useful
Consult the periodicals list of the library you are in
Is each title you want listed?
NO
YES
Search LCS by title for the periodicals you need
Did you find the titles on LCS?
NO
YES
Ask for assistance at the Reference Desk
Try to obtain each periodical in the appropriate library
Record the call number and location for each item
Did you find the volumes needed?
NO
YES
Ask for assistance at the Reference Desk
Do you want more articles?
YES
NO
Begin again OR refer to the flowchart for Citation Searches
END
Fold under at dotted line.
Fold under at dotted line.

IX. PERIODICAL INFORMATION EVALUATION

After you have retrieved periodical articles relevant to your topic, examine each source critically. Check both the author's credentials and the reputation of the periodical itself. Of great importance, too, are the footnotes or bibliography. If major works on the subject have not been cited, the quality of the article may be questionable. If, however, the author of the article is reputable and the bibliography is good, it can lead you to other sources of information.

This process of identifying other sources is summarized on the flowchart on the next page.

CITATION SEARCHES


START
Have you found any books and articles yet?
NO
YES
Search the Card Catalog for a bibliography on the subject
Did you find a bibliography listed?
NO
YES
Ask for assistance at the Reference Desk
Was a bibliography located?
NO
YES
Locate books and articles using the other methods flowcharted
Compile a list of books and articles cited in the bibliography
Compile a list of sources cited in the books and articles
Search LCS for the books and periodicals
Did you locate them on LCS?
NO
YES
Ask for assistance at the Reference Desk
Record the call number and location of each item
Try to obtain each item in the appropriate library
Did you find the sources needed?
NO
YES
Ask for assistance
Do you want more books?
YES
NO
Do you want more articles?
YES
NO
Refer to the flowchart for subject searches in the Card Catalog
Refer to the flowchart for searching indexes and abstracts
END
Fold under at dotted line.
Fold under at dotted line.

X. NEWSPAPER INDEX USAGE

"News is the first rough draft of history."

Newspapers are perhaps the most familiar type of serial publication. They represent a convenient source for research as they contain detailed information and coverage on nearly all aspects of human experience, especially in the public sphere.

The Newspaper Library in the basement of the Main Library subscribes to approximately 550 newspapers from most major U.S. and foreign cities. Most city papers in the state of Illinois are acquired. Underground, ethnic, religious, and other special interest papers are also available. There are subject indexes to 35 titles including the New York Times and the Chicago Tribune. Most backfiles of newspapers are in a microfilm format. The Newspaper Library staff offers reference advice and assists people in locating newspaper titles and in using microfilm equipment.

The Undergraduate Library has the New York Times on microfilm from 1914 to date. It is available in the Media Center. The New York Times Index, which has been published since the newspaper began publication in 1851, is located on the second index table in the Undergraduate Library.

The following is a selected list of newspaper indexes and news series that are frequently consulted.

Selected List of Newspaper Indexes and Services

UG — CBS News Index
Index since 1975 to transcripts of the "CBS Evening News" and "60 Minutes" programs. Transcripts are reproduced on microfiche and are available in the Media Center.

NE — Chicago Tribune Index
Index to articles in the Chicago Tribune since 1972. Good source for Illinois and Midwest regional news.

UG
NE
RE — New York Times Index
Index to articles in the New York Times since 1851. It is the most widely known and complete newspaper index.

UG — Newsbank
Provides an index to newspaper articles in 122 major U.S. newspapers. The articles indexed are reproduced on microfiche.

CR
NE — Wall Street Journal Index
Index to articles in the Wall Street Journal since 1957. Excellent for business and political coverage. The 1957 through 1971 indexes are in the Newspaper Library. Indexes from 1971 are in the Commerce Library.

NE Washington Post Index
Index to articles in the Washington Post since 1971. Good source for current political and public affairs commentary, including a thorough coverage of the federal government scene.

XI. GOVERNMENT PUBLICATIONS USAGE

Government publications can be broadly defined simply as material printed at public expense. The types of information available in government publications are as varied as the multiplicity of official agencies which issue them. For example, depending on the nature of your research, you may wish to consult publications of local, state, or national agencies. Information available from government publications includes statistics, texts of legislative hearings, administrative agency reports, and findings of official studies on government activities ranging from local zoning to national foreign policy.

The United States government is the world's largest publisher. It is responsible for distributing its publications to a network of libraries across the country. The University of Illinois is a "depository" library and as such receives a substantial number of government documents.

An effective means of identifying appropriate U.S. government publications is to consult the comprehensive catalog of federal documents - The Monthly Catalog of U.S. Government Publications. (UG, CM, RE, LA) The detailed subject, author/agency, and title indexes refer to the entry numbers asssigned to each item. A search on LCS can then determine the location of the government publication within the library system.

There is another index which provides access to Congressional documents: CIS/Index to Publications of the United States Congress. (RE, LA) In its brief existence since 1970, the CIS Index has become a basic guide to information contained in the working papers of Congress. It covers the entire range of Congressional publications, including 400,000 pages of a year of hearings and all House and Senate reports.

Many government publications are listed in the card catalog under author - usually a governmental body or agency such as the U.S. Department of Energy - and assigned a Dewey Decimal classification number - a call number. (The federal government assigns a Superintendent of Documents classification number to each publication; this call number will be found in the indexes listed above.)

The library plans for a new documents unit, located in the Reference Room of the Main Library, to be in operation in the near future. The unit will contain documents' reference tools, such as The Monthly Catalog and the CIS Index, as well as recent U.S. federal and State of Illinois documents. Documents reference librarians in the new unit will offer assistance in locating federal and state government publications throughout the library system.

The following is an example of a subject search in the 1978 "Subject Index" of The Monthly Catalog.

Anaconda Company. Montana Mining Division.
Wage chronology : the Anaconda Co. [Montana Mining Div.] and the Steelworkers : 1941-77., 78-702

***Anaheim, Calif. — Recreation areas.**
National urban recreation study, Los Angeles/Long Beach/Anaheim., 78-17859

Analgesics — Toxicology. ← Subject
Bioassay of phenazopyridine hydrochloride for possible carcinogenicity., 78-23787 ← number to refer to for complete entry in the catalog

78-23788

HE 20.3159/2:100

Government agency responsible for the report ← United States. National Cancer Institute. Division of Cancer Cause and Prevention.

Bioassay of cupferron for possible carcinogenicity.— Bethesda, Md. : Dept. of Health, Education, and Welfare, Public Health Service, National Institutes of Health, National Cancer Institute, Division of Cancer Cause and Prevention, Carcinogenesis Testing Program, 1978.

20014

124 p. in various pagings : ill. ; 27 cm. — (Carcinogenesis technical report series ; no. 100) (DHEW publication ; no. (NIH) 78-1350)

"CAS no. 135-20-6."

Note: the report includes a bibliography ← Bibliography: p. 64-65.

●Item 507-O-12

pbk.

1. Carcinogens. 2. Hydroxylamine — Toxicology. I. Title. II. Series: United States. National Cancer Institute. Carcinogenesis technical report series ; no. 100. III. Series: United States. Dept. of Health, Education, and Welfare. DHEW publication ; no. (NIH) 78-1350.

OCLC 4222592

A search by the series title on LCS indicates that this report can be found in the Veterinary Medicine Library.

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TLS/CARCTECHN

616.994C17      CARCINOGENESIS TECHNICAL REPORT SERIES $BETHESDA, MD
NOLC      1373455              1   ADDED:  781104   SER    PER
01 VEX 001 3D    S            CURRENT ISSUES
PAGE 1 END
```

XII. REFERENCE SOURCES

By this time in your literature search, you have consulted many sources of information for your topic. Now is the time to evaluate your progress.

Are any aspects of your topic poorly covered by the materials you have collected to date? Are there any previously unsuspected aspects of your topic? Have there been any new developments in this area recently on which you have inadequate information? Do you have any leads yet to be pursued? Names of people, organizations, and government agencies are of particular importance in extending your research stratgy. If you find that you require more information, you can expand your literarture seach to include some of the specialized reference sources.

GUIDES TO THE LITERATURE

One type of reference source can help you identify other reference sources pertinent to a given topic. It is called a guide to the literature. Such guides are compilations of titles, abstracts, indexes, bibliographies, and other key sources for a particular subject area or discipline. Some are selective, but many do not assess quality. Guides to the literature can be located by using the "Bibliography" subheading - e.g., "Drama - Bibliography."

Representative of the guides to the literature in the Undergraduate Library are the following:

A Guide to the Literature of Astronomy
A Student's Guide to British Literature
Use of Physics Literature
A Guide to Reference and Bibliography on Theatre Research

Another type of "guide to the literature" is actually a general guide that lists reference books for a number of disciplines or subject areas. These arrange publications according to form or type - e.g., bibliographies, dictionaries, encyclopedias - and provide instructions on how to use them. Of these general guides, Sheehy's Guide to Reference Books is among the best. It provides extensive evaluative coverage of reference books and is available at the Undergraduate Library's Reference Desk.

BIBLIOGRAPHIES

A bibliography is a list of books, articles, or other publictions arranged either chronologically, by author, by title, or by subject. It may appear at the end of a book or article or comprise a separate publication. Some bibliographies include annotations which describe the contents of each source listed, while others simply list the publications. Regardless of the format or inclusiveness,

bibliographies are useful tools because they aid in quick identification of sources of information. If you need more books or articles on your topic, you may be able to find a bibliography on your subject. To do so, search in the card catalog under the major subject heading for your subject and look for the subheading "Bibliography". Two book-length bibliographies in the Undergraduate Library are entitled Death and A Bibliography on Divorce. Another convenient way of finding bibliographies is to consult Bibliographical Index.(UG) It indexes bibliographies contained in books and periodicals. The following is an entry for the subject "Birth order" found in the 1978 cumulated volume of Bibliographic Index:

BIRDS—*Continued*

Pacific coast (North America)

Leopold, Aldo Starker. California quail. Univ. of Calif. press '77 p267-78

Philippines

Parkes, Kenneth C. Taxonomic and distributional notes on Philippine birds. (Nemouria. no4) Del. mus. of natural hist. '71 p61-7

Southwest Africa

Winterbottom, J. M. Preliminary check list of the birds of South West Africa. South West Africa scientific soc. '71 p252-62

United States

Mackenzie, John P. S. Birds in peril; a guide to the endangered birds of the U.S. and Canada. Houghton '77 p 189-91

West

Walsberg, Glenn E. Ecology and energetics of contrasting social systems in phainopepla nitens (aves: ptilogonatidae). (Calif. Univ. Pubs. in zoology, v 108) Univ. of Calif. press '77 p61-3

BIRDS, Extinct
See also
Rare birds

BIRDS, Rare. See Rare birds

BIRDS' nests. See Birds—Eggs and nests

BIRMINGHAM, Alabama

Politics and government

Harris, Carl Vernon. Political power in Birmingham, 1871-1921. Univ. of Tenn. press '77 p295-303 annot

BIRNEY, Earle, 1904-

by and about

Davey, Frankland Wilmot. Earle Birney. (Studies in Canadian lit, 11) Copp '71 p 121-8

BIRTH, Multiple
See also
Twins

BIRTH control

Current publications in population/family planning. Population council. New York. See numbers thru 1975

Draper, Elizabeth. Birth control in the modern world; the role of the individual in population control. 2d ed Penguin '72 p412-24

Hall, Ruth. Passionate crusader; the life of Marie Stopes. Harcourt '77 p343-4

International family-planning programs, 1966-1975; a bibliog; ed. by Katherine Ch'iu Lyle and Sheldon J. Segal. Univ. of Ala. press '77 207p

Mukherje, B. N. Role of some modernity value orientations in fertility behavior. Indian J Psychol 52:74-9 Mr '77

Simon, Julian Lincoln. Economics of population growth. Princeton univ. press '77 p507-43
See also
Abortion
Conception—Prevention
Family size

India

Elder, Robert Ellsworth. Development administration in a north Indian state; the family planning program in Uttar Pradesh; with an introd. by Joseph J. Spengler. (Monog. 18) Carolina population center '72 p 188-94

Korea

Korea (Republic). Pogŏn Sahoebu. Population and family planning in the Republic of Korea [English language material currently available on population and family planning in Korea] The ministry '70 p 1-10 (2d group)

BIRTH order

Falbo, T. Only child; a review. J Individ Psychol 33:47-61 My '77

Forer, L. K. Bibliography of birth order literature in the 70's. J Individ Psychol 33:122-41 My '77

BIRTH records. See Registers of births, etc.

BISECTED brain. See Split brain

BISHOPS
See also
Investiture

Appointment, call, and election

Trippen, Norbert. Das Domkapitel und die Erzbischofswahlen in Köln 1821-1929. (Bonner Beiträge zur Kirchengeschichte, v 1) Böhlau '72 p xxiv-xxxi

England

Carpenter, Edward Frederick. Cantuar: the archbishops in their office Cassel '71 p539-45

Cwiekowski, Frederick J. English bishops and the first Vatican council. (Revue d'hist. ecclésiastique. Bibliothèque no52) Louvain. Univ. catholique '71 p xi-xxv

BISON, American

Rorabacher, J. Albert. American buffalo in transition; a hist. and economic survey of the bison in America. North star press '70 p 129-42

BITUMINOUS materials
See also
Coal tar

BIVALVIA. See Lamellibranchiata

BLACK, Hugo LaFayette, 1886-1971

by and about

Dunne, Gerald T. Hugo Black and the judicial revolution. Simon & Schuster '77 p469-78

BLACK AFRICA. See Africa, Sub-Saharan

BLACK Americans. See Negroes in the United States

BLACK arts. See Occult sciences

BLACK country, England

Philips, David. Crime and authority in Victorian England; the Black country 1835-1860. Rowman & Littlefield '77 p302-14

BLACK dialect. See Negro-English dialects

BLACK diamonds. See Diamonds, Industrial

BLACK English. See Negro-English dialects

BLACK holes (astronomy)

Berry, Adrian. Iron sun; crossing the universe through black holes. Dutton '77 p 161-5

BLACK literature (American) See American literature—Negro authors

BLACK monks. See Benedictines

BLACK nationalism
See also
Black power

United States

Blair, Thomas Lucien Vincent. Retreat to the ghetto; the end of a dream? Farrar, Straus '77 p244-53 annot

History

Moses, Wilson Jeremiah. Golden age of black nationalism, 1850-1925. Shoe String '78 p307-33

BLACK power

Boesak, Allan Aubrey. Farewell to innocence; a socio-ethical study on black theology and black power. Orbis bks. '77 p 173-82
See also
Black nationalism

BLACK rail

Wilbur, Sanford R. Literature of the California black rail. (Special scientific rept: wildlife no 179) U.S. Fish & wildlife serv. '74 17p

BLACK rosewood. See Dalbergia latifolia

BLACK Sea

DIRECTORIES

A directory is a list of people or organizations, usually including addresses and often including other information as well. Directories are primarily information-locating tools. You may use the subheading "Directories" with a subject heading when searching for an appropriate directory in the card catalog. Several categories of directories are listed and illustrated below.

Government directories
- The Congressional Directory
- The U.S. Government Manual

Institutional directories
- The World of Learning
- Encyclopedia of Associations

Professional directories
- American Architects Directory
- American Library Directory

Trade or business directories
- Thomas Register of Manufacturers

BIOGRAPHICAL SOURCES

Biographical dictionaries generally provide brief factual information about a person. Biographical information can be divided into three types: those that are general in nature, those that are limited by geographical area, and those that are limited by profession or occupation.

Webster's Biographical Dictionary is a well known example of a general biographical dictionary.

The second type, the national or regional biographical dictionary, is limited in scope to a particular geographical area and includes people from all professions and occupations within that area. Dictionary of American Biography and Who's Who in the Midwest are two examples of this type of directory.

The third type of biographical directory is limited to a specific profession or occupation and very often to a particular country or region. These works include many people who are not listed in the selective national or regional directories. An example of such a source is American Men and Women of Science.

If the subject of your inquiry is an American, time can be saved by consulting the Biographical Dictionaries Master Index: A Guide to

More than 725,000 Listings in More than Fifty Current Who's Who and Other Works of Collected Biography. The function of this work is to facilitate location of biographical information in numerous current works by consulting only one source. Biographical Dictionaries Master Index tells if a individual is listed in any of the fifty works covered.

A quarterly index to biographical material, Biography Index; A Cumulative Index to Biographical Material in Books and Magazines includes current books and biographical material from over 1,500 periodicals.

HANDBOOKS AND MANUALS

Handbooks and manuals are compact fact books designed for quick reference in a given field of knowledge.

General handbooks and manuals vary in scope and purpose but cover almost all areas of human knowledge. Almanacs are a type of handbook. They are annual compendiums of statistics and facts. Among the best almanacs are:

World Almanac
Information Please

Subject handbooks and manuals can be located under the subheading "Handbooks, Manuals, etc." Every field of knowledge has its own manuals and handbooks. Listed below are two examples:

CRC Handbook of Chemistry and Physics
Handbook of Abnormal Psychology

STATISTICAL SOURCES

Statistics often are needed to back up a statement or support an argument. There are general reliable statistical compilations which may either provide your answer or serve as a starting point in a search for statistics.

The Statistical Abstract of the United States is published annually by the U.S. Bureau of the Census and includes statistics of the social, political, and economic status of the United States. It can also be used as a guide to other compilations of statistics.

American Statistics Index is a very detailed listing of current statistical publications of the United States government.

LOCATION

The reference section of the Undergraduate Library is on the upper level. Please ask at the Reference Desk for assistance in identifying further reference sources that may be relevant in your research.

The Reference Room on the second floor of the Main Library houses an extensive reference collection available for your use. Librarians there will assist you in identifying and learning to use reference resources.

XIII. BIBLIOGRAPHY COMPILATION

When your literature search nears its end, it is time to evaluate the materials you have retrieved. This evaluation is the final step before you prepare a bibliography. Examine the material critically and use only that which is significant to your topic.

If the sources of information for a paper are unreliable, the result or conclusion may be suspect. There are at least two ways that a researcher can evaluate the source being used: (1) by locating book reviews, and (2) by examining the bibliographic quality of the sources.

BOOK REVIEWS

The most obvious way to evaluate a publication is to check what others have said about it. Book Review Digest and Book Review Index are standard indexes to book reviews. In addition, you will find that many subject periodical indexes include book reviews. These are usually found in the back section of a given volume arranged by author. Humanities Index, Social Sciences Index, Business Periodicals Index, and Applied Science and Technology Index are just a few of the indexes that include references to book reviews.

In addition to checking what others have said about a work, by examining a book closely you can fairly well judge the quality of the information presented. (See "Book Review Evaluation.")

STYLE MANUALS

It is important to familiarize yourself with the style manual your instructor requires. Style manuals set forth rules on the typography, spelling, capitalization, and punctuation. In addition, they tell how to present a paper and how to compile footnotes and a bibliography. Whichever manual you use, be consistent and, most importantly, be accurate.

Some standard style manuals for college students include the following:

American Psychological Association.
American Psychological Association Publication Manual

Modern Language Association of America.
The MLA Style Sheet

Modern Language Association of America.
MLA Handbook for Writers of Research Papers, Theses, and Dissertations

Turabian, Kate.
A Manual for Writers of Term Papers, Theses, and Dissertations

University of Chicago.
A Manual of Style for Authors, Editors, and Copywriters

XIV. CONCLUSION

This guide has presented a comprehensive search strategy and offered a number of suggestions for doing library research. This checklist offers a summary of the steps as presented in the text.

Reminder: In any library research, you should keep careful notes on your progress. Ask a librarian for assistance as questions arise.

I. Learn about the library.
   A. Take a tour.
   B. Read "Underground in Undergrad."

II. Select a topic.
   A. Locate a literature summary through:
      1. An encyclopedia article.
      2. A general text.
   B. Evaluate your topic.
   C. Make a list of search terms based on:
      1. Background reading.
      2. Review article.

III. Locate books on your topic.
   A. Look up all search term in Library of Congress Subject Headings.
   B. Follow up relevant "sa" references.
   C. Look up each "accepted" term in the card catalog, both in the Undergraduate and Main Library Catalogs.
   D. Keep a record of your progress.
   E. Note new relevant terms mentioned in tracings.
   F. Look up these new terms in the Undergraduate and Main Library Catalogs.
   G. Use LCS to determine location and circulation status of relevant books.
   H. Reevaluate your topic.

IV. Evaluate book sources.

V. Use indexes and abstracts.
   A. Identify relevant indexes and abstracts.
   B. State your search topic.
   C. List all search terms.
   D. Determine the time period to be searched.
   E. Apply the checklist.
   F. Chronologically search backwards through each source to be searched.
   G. Keep a record of your progress.
   H. Record relevant citations on note cards.
   I. Reevaluate your topic.

VI. Retrieve the serials you have identified as relevant.
   A. Decipher any abbreviations.
   B. Look up titles in UGL Periodicals File, on LCS, or in Serial Record.
   C. Locate the serials in the appropriate library.
   D. Evaluate relevant sources.

VII. Locate reference sources by consulting:
   A. A guide to the literature.
   B. The card catalog.
   C. A reference librarian.

VIII. Evaluate all sources for inclusion in your bibliography.

IX. Organize your information sources into a bibliography.
   A. Use a style manual for correct bibliographic form.
   B. Use consistent form for entries.

***

"Research is to see what everybody else has seen, and to think what nobody else has thought."

-Albert Szent-Gyorgyi

Appendix A

UNIVERSITY OF ILLINOIS LIBRARY AT URBANA-CHAMPAIGN
Schedule for Spring Semester, Monday, January 21 - Friday, May 17, 1980

GENERAL LIBRARY HOURS

Applied Life Studies - Room 146 (3-3615)
M-Th: 8-10; Fr: 8-5; Sa: 9-5; Su: 1-10pm

Asian (East Asian Division) - Room 329 (3-1501)
M-Fr: 8-5

Circulation - Room 203 (3-2934)
M-Fr: 8am-10pm; Sa: 9am-10pm; Su: 1-10pm

Classics - Room 419A (3-1124)
M-Th: 9-5, 7-10; Fr: 9-5; Sa: 1-5;
Su: 1-5, 7-10pm

Commerce - Room 101 (3-4806)
M-Th: 8am-11pm; Fr: 8am-10pm; Sa: 9am-10pm;
Su: 1-11pm

Education & Social Sciences - Room 100 (3-2305)
M-Fr: 8-12 midnight; Sa: 9-12 midnight;
Su: 1-12 midnight

English - Room 321 (3-2220)
M-Fr: 9-5, 7-10; Fr: 9-4; Sa: 10-4;
Su: 1-5, 7-10pm

History & Philosophy - Room 424 (3-1091)
M-Th: 9-5, 7-10; Fr: 9-5; Sa: 9-12, 1-5;
Su: 1-5pm

Illinois Historical Survey - Room 1A (3-1777)
M: 9-12, 1-5; T & W: 9-12, 1-5, 7-9:30;
Th & Fr: 9-12, 1-5; Sa: 9-12

Library Science - Room 308 (3-3804)
M-Th: 8-5, 7-10; Fr: 8-5; Sa: 9-5;
Su: 1-10pm

Map & Geography - Room 418 (3-0827)
M-Th: 9-5, 7-10; Fr: 9-5; Sa: 9-12; Su: 1-5, 7-10pm

Modern Languages & Linguistics - Room 425 (3-0076)
M-Th: 9am-10pm; Fr: 9-5; Sa: 9-12, 1-5;
Su: 1-5, 7-10pm

Newspaper - Room 1 (3-1509)
M-Th: 8:30-5, 7-10; Fr: 8:30-5; Sa: 1-4; Su: 1-5, 7-10pm

Rare Book Room - Room 346 (3-[illegible]777)
M-Fr: 9-12, 1-5; Sa: 9-12

Reference - Room 200 (3-2290 or 3-2291)
M-Fr: 8am-10pm; Sa: 9am-10pm; Su: 1-10pm

Slavic & East European - Room 225 (3-1349)
M-Th: 8am-10pm; Fr: 8-5; Sa: 9-5; Su: 1-5pm

South & West Asian - Room 2258 (3-2492)
M-Th: 8am-10pm; Fr: 8-5; Sa: 9-1; Su: 1-5pm

University Archives - Room 19 (3-0798)
M-Fr: 8-12, 1-5

* *
* Photographic Services - Room 44 (3-3569) *
* M-Fr: 8:30-4 *
* *

L I B R A R I E S I N O T H E R B U I L D I N G S

Agriculture - 226 Mumford Hall (3-2416)
M-Th: 8am-10pm; Fr: 8-5; Sa: 1-5; Su: 1-10pm

Architecture - 208 Architecture (3-0224)
M-Th: 8am-10pm; Fr: 8-6; Sa: 9-5; Su: 1-10pm

Biology - 101 Burrill Hall (3-3654)
M-Fr: 8am-11pm; Sa: 9-6; Su: 1-10pm

Chemistry - 257 Noyes Lab (3-3737)
M-Fr: 8am-midnight; Sa: 9am-midnight;
Su: 1pm-midnight

City Planning & Landscape Arch. - 203 Mumford (3-0424)
M-Th: 8am-10pm; Fr: 8-5; Sa: 9-5; Su: 1-10pm

Communications - 122 Gregory Hall (3-2216)
M-Th: 8-5, 7-10; Fr: 8-5; Sa: 9-5; Su: 1-10pm

Engineering - 221 Engineering Hall (3-3576)
M-Th: 8am-10pm; Fr: 8-5; Sa: 9-5; Su: 1-10pm

Geological Survey - 469 Natural Resources
(344-1481, Ext. 252)
M-Fr: 8-12, 1-5

Geology - 223 Natural History (3-1266)
M-Th: 8-5, 7-10; Fr: 8-5; Sa: 2-5;
Su: 2-5, 7-10pm

Health Sciences - 120 Medical Sciences (3-4893)
M-Th: 8am-1am; Fr: 8am-10pm; Sa: 9am-10pm
Su: 10am-1am

Home Economics - 314 Bevier Hall (3-0748)
M-Th: 8-5, 7-10; Fr: 8-5; Sa: 1-4; Su: 1-5pm

Illini Union Browsing Room - 133 Illini Union (3-2475)
M-Fr: 9am-10pm; Sa: 11am-6pm; Su: 2pm-10pm

Labor & Industrial Relations - 145 I.L.I.R. (3-2380)
M-Th: 8-5, 7-10; Fr: 8-5; Sa. 1-4; Su: 1-4pm

Law - 104 Law Building (3-2914)
M-Th: 7:30am-12 midnight; Fr & Sa: 7:30am-10pm
Su: 10am-12 midnight

Mathematics - 216 Altgeld Hall (3-0258)
M-Th: 8-5:30, 7-10; Fr: 8-5:30; Sa: 10-5;
Su: 1-5, 7-10pm

Music - Music Building (3-1173)
M-Th: 8am-11pm; Fr: 8-5; Sa: 9-5; Su: 1-11pm

Natural History Survey - 196 Natural Resources (3-6892)
M-Fr: 8-12, 1-5

Physics - 204 Loomis Lab (3-2101)
M-Th: 8-5:30, 7-10; Fr: 8-5; Su: 1-5pm

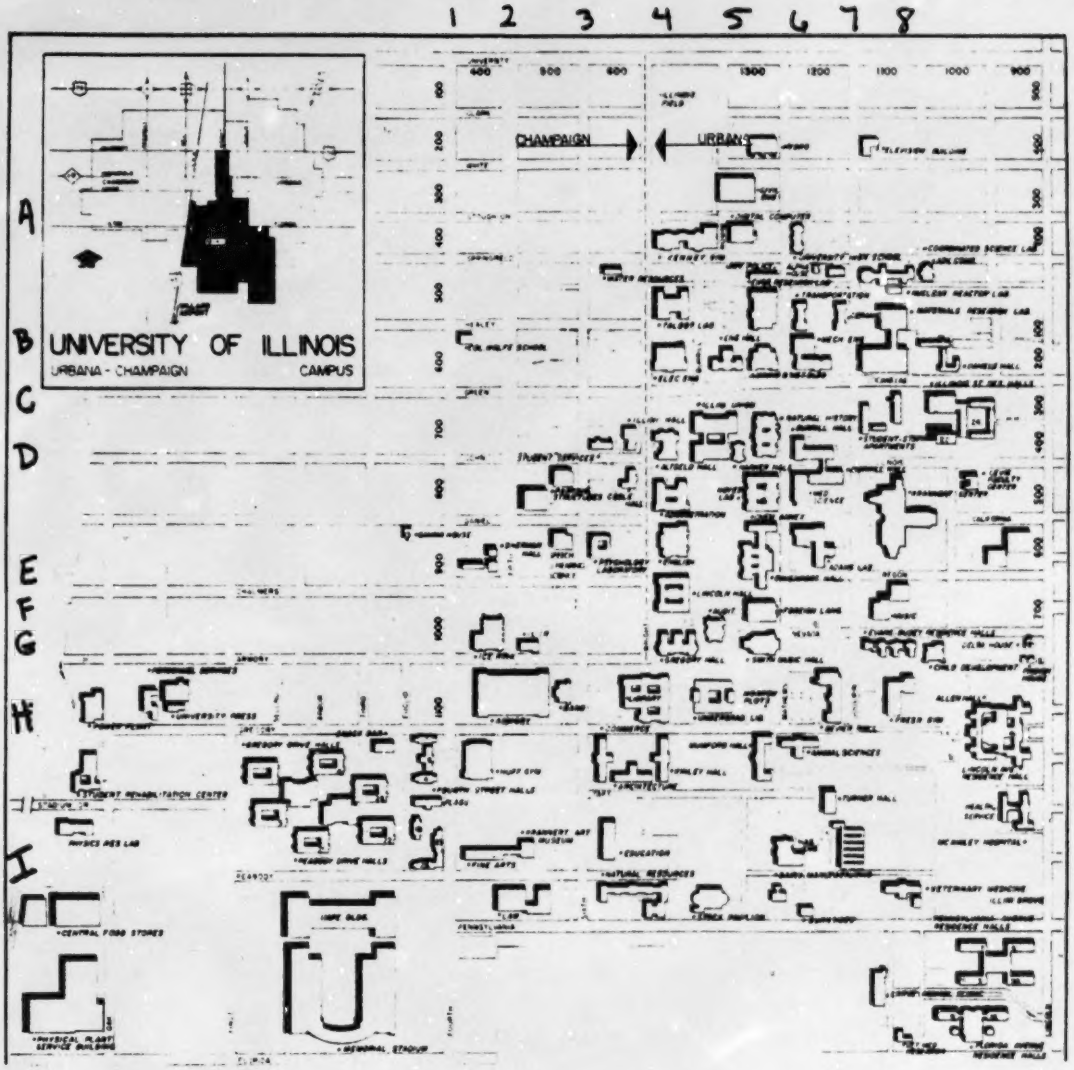
Residence Halls Main Office - 174 Weston (3-7150)
M-Fr: 8-12, 1-5

Undergraduate - Undergraduate Library Building (3-1031)
M-Fr: 8am-12 midnight; Sa: 9am-12 midnight;
Su: 1pm-12 midnight

University High School - 201 U.H.S. (3-1589)
M-Fr: 8-4:45

Veterinary Medicine - 250 Veterinary Medicine (3-2193)
M-Th: 8am-10pm; Fr: 8-5; Sa: 9-12 Noon; Su: 1-7pm

TO RENEW LIBRARY MATERIALS, CALL TELEPHONE CENTER (333-8400) M-Th: 8-5, 6-10; Fr: 8-5; Sa: 9-5; Su: 1-5pm



(AG) Agricultural, 226 Mumford, H-6
(AL) Applied Life Studies, 146 Library, G-4
(AR) Architecture, 202 Architecture, H-4
(AS) Asian (East Division), 329 Library, G-4
(BI) Biology, 101 Burrill Hall, C-6
(CH) Chemistry, 257 Noyes Lab, D-6
(ST) Circulation, 203 Library, G-4
(CP) City Planning & Landscape Architecture 203 Mumford Hall, H-6
(CL) Classics, 419a Library, G-4
(CR) Commerce, 101 Library, G-4
(CM) Communications, 122 Gregory Hall, F-4
(ED) Education and Social Science 101 Library, G-4
(EG) English, 321 Library, G-4
(GS) Geological Survey, 469 Natural Resources, I-4
(GE) Geology, 223 Natural History, C-6
(HS) Health Sciences, 102 Medical Science, D-6
(HI) History & Philosophy, 424 Library, G-4
(HE) Home Economics, 314 Bevier, G-7
(IU) Illini Union Browsing, 133 Union, C-5
(IH) Illinois Historical Survey, 1A Library, G-4
(IR) Labor & Industrial Relations 145 I.L.I.R., F-2
(LA) Law, 104 Law Bldg., I-2
(LS) Library Science, 206 Library, G-4
(MA) Map & Geography, 418 Library, G-4
(MT) Mathematics, 216 Altgeld, C-4
(MD) Modern Languages, 425 Library, G-4
(MU) Music, Music Building, E-8
(NH) Natural History Survey, 196 Natural Resources, I-4
(NE) Newspaper, 1 Library, G-4
Photographic Services, 44 Library, G-4
(PH) Physics, 204 Loomis Lab, B-8
(RB) Rare Book Room, 346 Library, G-4
(RE) Reference, 200 Library, G-4
(SP) Slavic & East European, 225 Library G-4
South & West Asian, 225 Library, G-4
(UG) Undergraduate Library, Undergraduate Library Building, G-5
(AH) University Archives, 19 Library, G-4
(UH) University High School, 201
University High School, A-6
(VE) Veterinary Medicine, 250 Vet. Med. I-8

Appendix B

GLOSSARY

Bookstacks - The section of the Main Library which has ten decks and which houses the bulk of the Library's collection, frequently referred to as the "Stacks".

Citation - A note of reference to a work from which a passage is quoted or to some source as authority for a statement or proposition.

Cumulative index - An index that at stated intervals combines new items and items in one or more earlier issues to form a unified list; or, an index to any periodical that combines new entries with those of an earlier index.

Entry - A record of a book in a catalog or of a periodical article in an index or abstract.

Holdings - 1) The books, periodicals, and other materials owned by the library. 2) Specifically, the volumes or parts of a serial housed in a library.

Index - A detailed alphabetical list of topics, names, etc., treated in a book or series of books, with reference to pages where they occur.

Journal - A type of periodical publication produced by learned and professional societies.

LCSH - Abbreviation for Library of Congress Subject Headings, the list of "accepted" subject headings used in the card catalog.

LCS - Abbreviation for Library Computer System, an automated circulation control system at the University of Illinois, which serves as a compliment to the card catalog.

Main entry - A full catalog entry, usually the author entry, giving all the information necessary for the complete identification of a work. In a card catalog, this entry also includes the tracing of all the other headings under which the work is entered in the catalog. Main entries may be personal names, corporate names, or titles.

Monograph - A term used to distinguish works which are not serials, i.e., an individual work.

Periodical - A type of serial publication issued at regular intervals.

"See" reference - A catalog card bearing a reference from a form of name or entry not used to the one which you might consult.

"See also" reference - A reference in a catalog or a "sa" reference in LCSH from a term or name under which entries are listed to another term or name under which additional information may be found. Used with both subject headings and author entries.

Serial - A publication issued in successive parts at regular or irregular intervals and generally intended to be continued indefinitely.

Serial Record - The official holding and location file for all serials currently received in the library system at the University of Illinois at Urbana - Champaign.

Shelflist - The card file which is arranged by call number and lists the books in the order in which they stand on the shelves.

Tracing - The record on the main entry catalog card listing all other entries made for the catalog; this record may be at the bottom of the face of the card, on the back, or in both places.

Appendix C

LITERATURE SEARCH PROFILE

As explained in the research guide, following a research plan or "strategy" enables you to search the literature on your topic in a more organized way. Remember to keep a list of all relevant sources you find during your search, recording complete citations on your bibliography or note cards.

Write the topic of your research paper here._____

_____

_____

_____

State the topic thesis in the form of a question._____

_____

List other questions that clarify your interest in this topic._____

_____

_____

_____

_____

A. For an overview of your topic, consult a general and a specialized encyclopedia that might be relevant to your topic. List the encyclopedias you used and the subject terms under which information was located. Use the index volume.

Encyclopedia:_____

Subject term(s):_____

_____

Title of article:_____

Author:_____

Encyclopedia:_____

Subject term(s):_____

_____

Title of article:_____

Author:_____

B. Check Library of Congress Subject Headings and make a list of subject headings that will be useful in researching your topic. Remember you may want to consult both the Undergraduate Library Card Catalog and the Main Library Card Catalog.

Subject headings:_____
_____
_____
_____

C. Using a subject heading from LCSH, find one relevant book in the card catalog and provide the following information.

Call number:_____

Author:_____

Title:_____

Place of publication:_____

Publisher:_____

Copyright date:_____

Bibliography?_____

Other subject headings under which it is listed:_____
_____

D. List any specific classification numbers (i.e., call numbers) for your topic which might be useful for a "Shelf Position Search" (SPS) on LCS.

Classification Number(s):_____
_____

E. Identify periodical indexes and abstracts which will be relevant to your subject. Write their titles below. For one index and one abstract, provide the requested information in items 3 and 4 for one article listed in each. (Refer to Section VII.)

1. Indexes:_____
_____
_____

2. Abstracts:_____
_____

3. Index title:_____

Subject term:_____

Title of article:_____

Author:
_____

Journal title:_____

Volume:_____ Page(s):_____

In which library is this journal located?_____

What is the call number for the journal?_____

4. Abstract title:_____

Subject term:_____

Title of article:_____

Author:_____

Journal title:_____

Volume:_____ Page(s):_____

In which library is this journal located?_____

What is the call number for the journal?_____

F. Newspapers can be a valuable source of information on past as well as current events. List below a newspaper index, subject heading(s), and the title of a useful article. (See Section X.)

Newspaper index:_____

Subject term(s):_____

Headline:_____

Author (if any): _____

Date:_____ Page:_____

G. Government publications are a good source for information on all subjects. (See Section XI for a review.) Check the Monthly Catalog to see if anything is listed that you can use. List the subject terms that you consulted.

Issue of Monthly Catalog:_____

Subject term(s):_____

H. If you need statistical information, biographical verification, book reviews, or other reference material, review Section XII and indicate sources of the needed information. More than one type of reference book may be required.

Reference Source(s):_____

_____

_____

_____

I. By referring to "Appendix A", indicate the library or libraries which are likely to have specialized resources pertaining to your topic. (You may already have determined this in searching the Main Catalog, LCS, or the Serial Record.)

Departmental Library(ies):_____

_____

J. If you have not located enough information to substantiate your thesis, a reference librarian can suggest additional sources of information for your topic. Remember also to utilize the Term Paper Counseling service.

Undergraduate Library, University of Illinois at Urbana - Champaign, 12/79